

Inter-District Open Enrollment Administrative Regulations / Application Procedures

The West Branch Local Board of Education believes that students should, under certain prescribed circumstances, benefit from an inter-district open enrollment policy. Guidelines for the transfer of students from districts, based upon criteria established by the school's administration and in conjunction with recommendations from officials of the Ohio Department of Education, are listed below. These guidelines are intended to be consistent with Section 3319.98 of the Ohio Revised Code.

1. All application(s) for inter-district open enrollment must be submitted by an online application found on our West Branch Local School District website.
2. Applications are required each year for a student to attend West Branch under open enrollment from another Ohio district.
3. Open Enrollment applications are accepted beginning March 1st for the following school year. Not all applications are guaranteed acceptance.
4. Students previously enrolled under open enrollment will be given first consideration if their application is received by May 15th. If received beyond this date the application will be considered a new application. All new inter-district open enrollment applications will be on a first-come, first-served basis.
5. New applications for open enrollment will not be accepted after the first day of the upcoming school year. Only applications of current residents that move out of district will be considered during the school year.
6. No inter-district transfer will be permitted if the enrollment of the grade level being requested at the receiving building exceeds the following:

K-8	25 per classroom
9-12	Shall be established on a course by course basis
7. No student, once accepted, will be displaced should enrollment exceed the limits stated above during that school year.
8. Enrollment in a special program (e.g., gifted, learning disabilities) will dictate which building a student must attend as units are placed in buildings according to space availability.
9. School districts are not required to institute any new special education programs to serve transfer students. In a special education setting, the Federal Government prescribes a specific student to teacher ratio which must not be exceeded. Resident students are given first priority. If a student is evaluated for placement in a special education program, representatives of the district of residence must be invited to participate in the placement meeting.
10. Applicants may be rejected if the racial balance of either the sending or the receiving school district would be negatively impacted.
11. Open enrollment students are only eligible for transportation if the bus stop is inside our school boundaries and there is room on the bus beyond all resident students that are assigned.
10. The West Branch Local School District may deny enrollment to students who have been expelled or suspended for ten (10) or more consecutive days in the current term or the immediately preceding term.
11. **All applicants must be registered in their “district of residence” in order for their application to be considered.**