

Request for Open Enrollment

2024 - 2025 SCHOOL YEAR

DUE BY: JANUARY 12, 2024

Application Window: Last Monday of November through the 2nd Friday of January (November 27, 2023 – January 12, 2024)

Terms and Conditions of Application: Please read the entire form prior to completing and submitting form. Parents must submit a copy of their child’s report card, attendance, discipline records, individual education plans, and 504 plans, etc. with this application. Parents are also responsible for all transportation to/from school if accepted. (Students must arrive no earlier than twenty (20) minutes before school and be picked up at dismissal time.)

- Open Enrollment applications will only be considered if there is adequate space in that grade level and there is no undue impact on the programmatic needs of the school/District.
- Assuming space is available, cases will be **considered for acceptance based on students abiding by the following four (4) criteria:**
 - Satisfactory academic progress and effort as determined by the Principal.
 - District attendance policies including matching the District’s average attendance and not exceeding six (6) unexcused absences.
 - Behave in accordance with the Code of Expected Behavior and Conduct.
 - Parent(s)/guardian(s) are cooperative and supportive in their working relationship with the school.
- **If approved**, this commitment is for one (1) school year and is **subject to the following limitations:**
 - Applications are to be made each school year.
 - Applications must be received by the Building Principal following enrollment guidelines.
 - Athletic eligibility is determined by the KHSAA guidelines 6-12.
- **While attending the school on open enrollment**, it is our expectation that parents/guardians regularly monitor student’s academic performance, behavior, and attendance to assist and support maintaining satisfactory levels.
- **This application may be denied or revoked based on the following** (applicant returned to original school):
 - If enrollment is over any class-size guidelines either at the time of the request or if the enrollment goes over these same guidelines during the year.
 - Failure to abide by any of the criteria listed above related to academic effort and performance, attendance, behavior and attitude, and/or cooperative and supportive relationship with the home.
 - There is undue impact on the programmatic needs of the school/District.

Date Application Filed: _____

School Year for which Application is Made: _____ Grade for which Application is Made: _____

Student’s Full Name _____ Date of Birth _____

Address of Residence _____

Street City State Zip

Name of Parent/Legal Guardian: _____ Relationship: _____

Home Phone: _____ Father’s Work #: _____ Mother’s Work #: _____

Father’s Cell #: _____ Mother’s Cell #: _____

School of Residence: _____ School Applying For: _____

School Presently Attending: _____

If **NEW** to School of Application, Please Indicate Reason for request Open Enrollment:

Please list, beginning with the most recent, in order the school(s) your child has attended in the past.

Name of School _____	Year _____	Grade _____
Name of School _____	Year _____	Grade _____
Name of School _____	Year _____	Grade _____

Which school is holding your child’s permanent records? _____

Other information you wish to share: _____

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We agree to abide by the terms and conditions of this application and we understand that false information may be grounds for denying this application or changing future status.

Signature of Student: _____ Date: _____

Signature of Parent/Legal Guardian: _____ Date: _____

If you are a Kenton County School District full-time employee and you are the legal parent/guardian of this student, please complete the following:

Employee Name: _____ School/Job Site: _____

Please return this completed form (front and back) to the Principal of the school to which application is made.

This Area to be Completed by Kenton County School District Staff Only

Signature below shows application is **APPROVED**

Principal's Signature Showing Approval _____ Date of Review/Signature _____

Date Notification Sent to Parent _____

Superintendent's/designee's Signature _____ Date of Review/Signature _____

Application **DENIED**

Principal's Signature Showing Denial _____ Date of Review/Signature _____

Reason(s) for Denial: _____

Date Notification Sent to Parent _____

Superintendent's/designee's Signature _____ Date of Review/Signature _____

The Kenton County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts, Girl Scouts of the United States of America, and other designated youth groups.

“El Distrito Escolar del Condado de Kenton no discrimina en base a raza, color, origen nacional, sexo, discapacidad o edad, en sus programas o actividades y proporciona un acceso igualitario a los Boy Scouts, Girl Scouts de los Estados Unidos de América, y otros grupos de jóvenes designados.”

Review/Revised:8/5/2019