



Book	Policy Manual
Section	SECTION J: STUDENT
Title	Admission of Interdistrict Transfer Students
Code	JECBB
Status	Active
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Last Revised	March 18, 2024
Prior Revised Dates	6/19/2023

The Board will accept open enrollment students tuition free from all Ohio public school districts, subject to the rules, regulations and conditions as set forth in this policy, and the provisions of the Ohio Revised Code.

1. Prior to April 1 of any school year, the Board may elect to discontinue or suspend the acceptance of new open enrollment students for the next school year.
2. Students accepted under interdistrict open enrollment shall be accepted for one school year. Any open enrollment student who begins a school year in Fairfield Local Schools, but chooses to leave Fairfield Local Schools before the conclusion of that school year, shall be ineligible to apply for open enrollment admission for the following school year.
3. Except in unusual circumstances, open enrollment students will not be accepted after the established deadline.
4. Native students (residents of the Fairfield Local School District) shall have priority access to all programs, grade levels and buildings over open enrollment applicants or participants.
5. Employee's children shall be enrolled in accordance with the open enrollment policy. However, employee's children shall be given priority enrollment through the open enrollment policy.
6. New applicants who have a sibling (including step-sibling and/or half-sibling) already attending Fairfield Local Schools as a resident, or accepted as an open enrollment student, shall have priority over new applicants with no such connection.
7. No student shall be accepted as an open enrollment student who requires a class, course or program that is not offered on the campus of Fairfield Local Schools. The District shall not be required to create or add any education programs or units, or hire additional staff to serve open enrollment students. Additionally, enrollment limits for special education and vocational units shall not be exceeded.
8. Open enrollment students who completed the previous year at Fairfield shall have priority over new applicants, provided they meet the other eligibility requirements of this policy.
9. Applicants may be rejected if the racial balance of either the resident district or the Fairfield Local School District would be negatively impacted.
10. No student shall be accepted under the open enrollment program who was considered "habitually truant" or placed on an "absence intervention plan" during the school year for which the applicant is applying.
11. No student shall be accepted under the open enrollment program who has been suspended or expelled from school for at least 10 consecutive days in the current semester or the immediately preceding semester. Additionally, no student shall be accepted under the open enrollment program who has been convicted of and/or ruled a delinquent child for committing any of the crimes listed below:

1. conveying deadly weapons or dangerous ordnance
2. possessing deadly weapons or dangerous ordnance
3. carrying a concealed weapon on school property or at a school function
4. trafficking in drugs
5. murder or aggravated murder
6. voluntary or involuntary manslaughter
7. assault or aggravated assault
8. rape, gross sexual imposition or felonious sexual penetration
9. complicity in any of the above offense

12. It is the responsibility of each open enrollment student and their parents who wishes to participate in interscholastic athletic competition to take all necessary steps and present evidence of such to the Athletic Director that he/she has met all standards/eligibility criteria of the Ohio High School Athletic Association (OHSAA), prior to participating in any team activities.

Capacity Limits

1. In order for an open enrollment applicant to be accepted by the District, there must be space available for the applicant. Specifically, the following capacities shall not be exceeded:

Area	# Students Max/Section
Preschool	32
Elementary (K-2)	18
Elementary (3-5)	23
Middle School (6-8)	25
High School (9-12)	25

**Note: Numbers may be exceeded or reduced at Superintendent’s discretion.**

Enrollment in grades 10-12 shall be determined based on capacity limits for individual courses. These limits shall be established by the high school principal in cooperation with the guidance counselor. High school applicants for open enrollment admission must submit a list of courses requested with their application.

2. No open enrollment student shall be displaced should enrollments exceed the limits stated above, provided his/her enrollment at Fairfield has been uninterrupted since his/her initial acceptance under open enrollment.

Application Procedures

1. The District shall conduct a parent information meeting(s) outlining the policies, rules and regulations pertaining to open enrollment, including the application process, in April of each year. Public service media announcements and/or advertisements in local media shall be used to publicize such meeting(s).
2. Open enrollment will "open" each school year on April 1st.
3. Completed applications for students wishing to participate in open enrollment must be submitted to the Superintendent of Fairfield Local Schools no later than June 1st of each year.
4. Whenever the number of applicants for a particular grade level exceeds the number of slots available as established by this policy, the names of all students seeking admission to that grade level shall be put into a container and drawn out on a lottery basis until the available openings in that grade level have been filled.
5. Students rejected due to capacity limits will be placed on a waiting list based on a continuation of the lottery procedure established above in the event students accepted ahead of them decline to enroll.
6. Parents of all applicants shall be notified by July 1st of their acceptance or rejection for admission as open enrollment students.
7. All decisions of the Superintendent accepting or rejecting applicants for open enrollment shall be final.

LEGAL REFS.:

ORC 3313.64; 3313.65; 3313.97; 3313.983 Chapter 3327

OAC 3301-48-02; 3301-61

Cross References

[IGBG - Home-Bound Instruction](#)

[IGCF - Home Instruction](#)

[IGD - Cocurricular and Extracurricular Activities](#)