

# INTRADISTRICT OPEN ENROLLMENT REQUEST

**Student Name** \_\_\_\_\_

First Name

Middle Name

Last Name

**Parent/Guardian Name** \_\_\_\_\_

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/Guardian First Name

Parent/Guardian Last Name

**E-Mail** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Student's Current Grade Level**

**Current Address** \_\_\_\_\_

Street Number & Name

City

Zip

If this request is due to a MOVE within the Worthington School District, please **Check the Box**,   
**Attach 3 Pieces of Current Mail** to this request (with your new address), and provide your **Previous Address**:

**Previous Address:** \_\_\_\_\_

Street Number & Name

City

Zip

**Home School** \_\_\_\_\_

**School of Choice** \_\_\_\_\_

**This Request is For:**  Start of Next School Year  Start of Second Semester of Current School Year

.....  
**Transportation** is NOT provided for open enrolled students. Please indicate the method of transportation that will be used:

Child Will Walk to School       Parent Will Transport       Sitter/Day Care Will Transport

Student Will Transport Himself/Herself       Other \_\_\_\_\_

.....  
**High School** students please check if there will be participation in a sport or co-curricular activity:

NO       YES      **If YES, List ALL Sports and Activities:** \_\_\_\_\_

.....  
**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SUBMIT APPLICATION TO THE PRINCIPAL AT THE SCHOOL OF CHOICE.**

\*\*\*\*\*  
**School of Choice Principal Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Request Approved

Request Denied

# **INTRADISTRICT OPEN ENROLLMENT GUIDELINES**

The school administration has established the following criteria and procedures pertaining to intradistrict open enrollment:

## **Criteria**

The following criteria will be used in making a determination on permitting students to attend their school of choice within the school district:

1. Students living within the specific attendance area established by the Board of Education will not be excluded over an applicant outside the attendance area.
2. The criteria cannot be used to create racial imbalance.
3. Application of students from outside the school attendance area to attend the school of their choice will be considered, provided that the school's capacity, class sizes and educational programs can be maintained. The following criteria shall be used to facilitate that consideration:
  - a. Kindergarten through third grade, 22 to 26 students per class; open enrollment will be cut off at 24.
  - b. Fourth grade through sixth grade, 26 to 30 students per class; open enrollment will be cut off at 27.
  - c. Seventh and eighth grades, team sizes shall not exceed 125 students.
  - d. Ninth grade through twelfth grade, 30 students per class.
  - e. Students receiving special education services are required to attend the school within the district where the services specified in the student's Individualized Educational Program (IEP) are available.
4. Applications will not be granted in instances where there is evidence of academic, athletic, or activity recruitment.
5. Transportation for students attending the school of their choice, when that school is out of their attendance area, shall be the responsibility of the parent or guardian of the student unless the student can be picked up and dropped off at a stop on a regular transportation route, and provided space is available on the bus. Furthermore, prompt arrival to school and a high rate of attendance are required.
6. In the event that the building principal of the receiving school finds that any of the above criteria cannot be met, a conference will be held to discuss options for Open Enrollment.

# **INTRADISTRICT OPEN ENROLLMENT GUIDELINES**

## **Application Procedures**

1. The parent of each student must apply in writing to the principal of the school of choice for intradistrict placement and forward a copy of the request to the principal of the school where the student is currently attending. (This school is referred to as the home school.)
2. Applications for intradistrict transfer shall be limited to the start of the school year or the start of the second semester of the school year. Applications for the start of the school year should be made no later than April 5 for the following school year. Applications for a second semester transfer request should be made no later than December 1. However, applications after the deadlines may be considered if the superintendent deems it appropriate.

## **Determination of Eligibility**

1. The principal will determine if the criteria for eligibility can be met.
2. The principal of the school of choice will notify the superintendent with a recommendation as to whether the request can or cannot be granted based upon the established criteria.
3. The superintendent or designee will make the decision whether to grant or deny the intradistrict enrollment request.

## **Notification**

1. The superintendent will notify the principal of the school of choice, the home school principal and the parents as to whether the intradistrict placement is granted or denied.
2. The decision and notification will not be made later than 10 days before the start of the school year or second semester.

## **Assignment**

1. Unless otherwise notified, the student's assignment to the school of choice will remain in effect through the duration of that school level; however, the assignment is subject to annual review and may be cancelled if the criteria established in these regulations cannot be met.
2. Once assigned to the school of choice, the student will remain in this assignment for at least one year or until moving to the next school level within the student's attendance area. After one year, the parents may request a transfer to a different school following the application procedures as identified in this regulation.
3. Under unusual circumstances, the superintendent may reassign the student to another building within one year if requested by the parents and the reassignment is deemed educationally necessary by the superintendent.

# **INTRADISTRICT OPEN ENROLLMENT GUIDELINES**

## **Athletic Eligibility**

For high school students, a transfer request granted under the intradistrict enrollment provisions may result in a loss of one year of athletic eligibility in sports previously played in high school. The enrollment of an eighth grade student into a high school other than his/her home school is not counted as a transfer. If that student chooses to return to his/her home school, it will be counted as a first-time transfer.

## **Notification of the Intradistrict Policy and Regulation**

Parents of children in the school district and the community at large must be notified of the district's intradistrict enrollment policy and regulations no later than January 1 of each year.