

KETTERING CITY SCHOOL DISTRICT
APPLICATION
INTRA-DISTRICT OPEN ENROLLMENT REQUEST
2024-2025

Student Name _____ ID# _____ Date _____

Date of Birth _____ Grade 2023-2024 School Year _____

Parent/Guardian Name _____

Address _____

Preferred Phone Numbers _____

Email Address _____

My Child's residential home school is _____ School, but I am requesting my child attend

1st Choice _____ 2nd Choice _____

Select one box only

- I am completing this application for open enrollment for the Current **2024-2025 school year only**
- Elementary - I am completing this application for my child to be open enrolled **through end of Grade 5**
- Middle School - I am completing this application for my child to be open enrolled **through end of Grade 8**

If your child is enrolled in any special education or tutorial program, please explain below: IEP _____ 504 _____

Transportation is not guaranteed for students accepted in the intra-district open enrollment plan. Are you able and willing to provide transportation if the district cannot transport your child to the requested school?

I will provide transportation: Yes ___ No ___

Please summarize the reasons you are requesting the transfer: _____

I have read the stipulations of the intra-district open enrollment plan and agree to abide by procedures and policies that have been established.

Parent/Guardian Signature: _____

COMPLETED APPLICATION SHOULD BE SENT TO:
KETTERING CITY SCHOOLS
STUDENTS SERVICES DEPARTMENT
580 LINCOLN PARK BLVD, SUITE 105, KETTERING, OH 45429
EMAIL - carolyn.scott@ketteringschools.org FAX - 937-499-1466

For office use only:

Parent Notification: Date: _____ Time: _____ Approved: _____ Denied: _____

Reason _____

Signature of Official _____

Date Received: _____ Time Received: _____ District Notifications Faxed: _____

KETTERING CITY SCHOOL DISTRICT

ADMISSION OF STUDENTS PARTICIPATING UNDER INTRA-DISTRICT OPEN ENROLLMENT

Application of students outside the building attendance area will be considered for attending the school of their choice provided grade, building and program balance can be maintained. The following criteria shall be used to facilitate that consideration:

1. Kindergarten - Twenty-one students per class
2. Grades 1 - 4 - Twenty-two students per class
3. Grade 5 - Twenty-four students per class
4. Grades 6, 7 and 8 - Predicted enrollment plus twelve students

Please be aware of the following conditions for Intra-District Open Enrollment:

- Students classified as chronically tardy (10% or more tardies) or absent (10% or more absences) may be subject to being sent back to the school of residence.
- The parent agrees to provide transportation to the new school of choice
- The Superintendent, by statute, retains the authority to assign students to schools. If the need would arise, a transfer student could be reassigned back to their school of residence.
- Students receiving special education services are required to attend the school within the district where the services specified in the student's IEP are currently available.
- Applicants shall be considered on a first come - first serve basis.
- The decision of the Superintendent or his designee is final.
- If the intra-district placement is granted, the student may stay at the re-assigned school without having to re-apply each year. However, elementary students will attend the middle school within their area of residence unless a request for a school of choice is made and granted in accordance with this policy.

During the school year, the student, once reassigned, will remain in the school of choice for at least one year unless the request to transfer back to the official school of residence, in which case the following procedure will be followed assuming the transfer does not create a staffing problem.

- Any student who is approved for transfer must attend the respective school for a minimum of nine weeks. A student will not be permitted to return to the official school of residence until the end of a nine week grading period.
- Parents requesting a student return must submit, in writing, a request to the building principal in the school of attendance. The School District has the right to require that the parents and/or student confer personally with school officials if deemed necessary by the School District.

For complete information regarding intra-district open enrollment, see Administrative Guideline 5113.01