

**Request for Open Enrollment**

2025 – 2026 SCHOOL YEAR

APPLICATIONS DUE BY: JANUARY 10, 2025

**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