

ag5113 - **ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN ENROLLMENT****Interdistrict Open Enrollment Guidelines**

The Board shall permit any student from any school district in the State of Ohio to apply for enrollment in the District free of any tuition obligation, subject to the requirements of Board Policy 5113 and this Administrative Guideline. Interdistrict transfer applications may be approved provided that all requirements, including required registration documents, as outlined in the administrative regulations, are met.

Application for Admission

- A. The number of openings in a particular program for students from other Ohio districts will be determined by optimum size for a particular program, classroom/school building, or grade level, which is the number of students that can be accommodated without increasing District expenditures for staff or equipment. Program capacity will be determined by the Superintendent no later than May 15 of each school year for the following school year.
- B. Beginning with the 2025-2026 school year, applicants for new interdistrict open enrollment students must submit applications to the Superintendent of the Brooklyn City Schools between March 1 and April 15 each year. The application window will close after April 15, however, if the Superintendent determines there is available space at a particular grade-level after April 15, the open enrollment application process will reopen for those particular grade-levels from April 16 through May 15. The Superintendent may extend the application window beyond May 15 if there is available space at a particular grade-level.
- C. A separate application form must be submitted for each student annually. Interdistrict open enrollment applications will not be reviewed by the District, and will be considered incomplete, until all required registration documents are submitted and verified by a district official as part of the application process.
- D. The Brooklyn City Schools administration will determine each student's grade-level assignment.
- E. Applications for current interdistrict open enrollment students (returning) must be submitted to the Superintendent of the Brooklyn City Schools between February 1 and March 1 of each year.
- F. All approved applications are in effect for one school year only. Reapplying annually is required for all Open Enrolled students. If reapplying for a consecutive year, the parent/guardian need not supply additional registration documents. For any student reapplying for inter-district open enrollment the following school year, school officials will consider student attendance during the current school year as a determination for re-admittance as an open enrolled student.
- G. After the open enrollment deadline, applications will be reviewed for acceptance within the grade-to-grade and program enrollment parameters established by the Board. In situations where the number of open enrollment student applications exceeds the established class or program size limits, the following guidelines shall be used to select incoming students:
 - a. First Priority - Parent/Grandparent has full time employment in the Brooklyn City Schools
 - b. Second Priority - Current Open Enrolled Student
 - c. Third Priority - Sibling of current Open Enrolled Student
 - d. Fourth Priority - Student's former district of residence was Brooklyn City Schools
 - e. Fifth Priority - Parent/Guardian(s) are alumni of Brooklyn City Schools
 - f. Sixth Priority - First come first served
- H. Applications from students from other Ohio districts may also be rejected if the student has been suspended or expelled for ten (10) consecutive days or more during the semester of application or the preceding semester.

- J. The student must stay enrolled in their district of residence until s/he receives an acceptance letter from the Superintendent. If approved, the Brooklyn City Schools will notify the applicant and superintendent of the home district.
- K. When a student from another Ohio district requests an application, s/he is to be informed of the prerequisites for each program or course of study in which enrollment is sought. No student from another Ohio district will be enrolled in a program or course of study who has not met the prerequisites established for District students.
- L. The final date the District will accept applications for students from other Ohio districts is April 15, except as set forth in Paragraph B, above. The acceptance of students from other Ohio districts shall be revoked in reverse order of acceptance (last in-first out) if enrollment, at any time prior to the start of the school year, of a new resident student brings the enrollment of District students to optimum size. However, students from other Ohio districts who have begun the program shall be allowed to complete the school year.
- M. Applications from students from other Ohio districts who have an I.E.P. shall be rejected if the District is not currently providing the services called for in the I.E.P.
- N. Other enrollment factors being equal, students from other Ohio districts will be accepted on the basis of the date of receipt of their applications. Revocations of applications or transfers back to the students' home schools will be in reverse order of date received.
- O. Enrollment in a program or school shall be subject to an agreement that transportation of the student from another Ohio district to the school is provided for by the student, his/her parents. Approved open enrolled transfers from outside the district MUST accept primary responsibility for transportation to assigned school buildings.
- P. Applications from students from other Ohio districts may be rejected if the racial balance of the the District's program, classroom, or school would be negatively impacted, as defined in Policy 5113.
- Q. Should a resident student move during the school year to an address outside of the district, the family must immediately (within ten (10) calendar days) notify the secretary of the building in which the child attends. An open enrollment application will be sent to the family and must be completed and submitted within thirty (30) days of the change of address in order for the student to continue attending the Brooklyn City Schools.
- R. Falsification of information in any open enrollment application or supporting documentation will result in the rejection of the interdistrict open enrollment Request, or revocation of admission if the student has already been admitted.
- S. Determination notices will be mailed by June 15 with further directions. Students admitted via open enrollment after June 15 will receive determination notices as soon as practicable and directions on how to officially enroll in the District.

