



Book	Administrative Guideline Manual (Active)
Section	5000 Students
Title	INTRA-DISTRICT OPEN ENROLLMENT
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5113.01 - INTRA-DISTRICT OPEN ENROLLMENT

All students enrolled in the Newark City School District are assigned to the school serving their area of residence as defined by the Board of Education. Students wishing to attend a different school must complete and submit an in-district transfer request application form with the following provisions:

Application Process:

In-District Transfer Request forms are available, upon request, from the Administrative Service Center, 621 Mount Vernon Road, Newark, Ohio, 43055, any school building (when school is in session), and on the district website under the "Enrollment" section.

- A. An application from a resident student for intra-district open enrollment (in-district transfer) may be submitted to the Superintendent's office by June 30th for the upcoming school year or December 1st for the second semester of the current school year.
- B. New students enrolling in Newark City Schools may apply for intra-district open enrollment (in-district transfer) upon completion of the enrollment process.
- C. Applications for students in grades 1-12 will be acted on by July 31st for the upcoming school year. Due to the uncertainty of enrollment numbers in Kindergarten, notification will be no later than five (5) days before the start of the school year. Applications for new students will be acted on during the same time frames if enrolling for the upcoming school year and will be acted on as soon as possible if enrolling after the school year has begun.
- D. Students who apply outside of the application period may be considered provided all students who applied within the application deadline period have been considered.

Approval:

The number of openings available for intra-district open enrollment (in-district transfers) will be considered for grades K-8 providing building, program class sizes and balances can be maintained. At the elementary level, building capacity will be determined by the number of available teachers and classroom spaces. Building capacity will be reviewed annually and appropriate changes will be made if necessary.

The following class size guidelines will be used exclusively for the acceptance or denial of open enrollment students and intra-district transfer students. For regular education students grades K through 5 (23 students) and grades 6 through 8 (25 students).

Priority:

Applications shall be considered on a first come, first served (date of receipt) basis with an assurance that the following order for placement will be followed:

- A. Students attending their home building will not be displaced
- B. Children of staff members
- C. Siblings of special education students that are placed in a building other than their home building
- D. Students who move after the start of the school year and wish to remain in their home building
- E. New in-district transfer requests

Additional Guidelines:

- A. The District shall not discriminate against any student who has an Individualized Education Plan (IEP) or Section 504 plan. Students who are assigned to schools other than the school of their attendance area due to specialized programming are not subject to the provisions of this policy. Siblings of such students who desire to attend a school other than the school of their attendance area, however, must apply for a transfer.
- B. Applications from non home-school students may be rejected if the racial balance of his/her home school or the program, classroom, or school would be negatively impacted.
- C. Applications may be rejected if the student has been suspended or expelled for ten (10) or more days during the semester of application or the preceding semester.
- D. The parents/guardians of a student applying for intra-district open enrollment (in-district transfer) agree that they will provide transportation for their student to and from the school of attendance.
- E. Students who change residential area due to parent/guardian movement within the District will be allowed to remain at their home school for the remainder of the school year or attend their new residential school. If the student is remaining at their original school of residence, an in-district transfer request form will need to be completed and submitted to the Superintendent's office. Parents/Guardians are required to verify their new change of residence with the building their child attends or at the district office (if school is not in session), as per the district residency guidelines.
- F. Intra-district transfers remain in effect until such time as the student leaves that building, unless otherwise stated in the approval letter and reasons such as the enrollment exceeds capacity in the building/grade level or if the transfer is rescinded due to the reasons listed below. Students being returned to their school of residence due to enrollment capacity, will be returned in the last in/first out order.
- G. Newark City Schools provides intra-district open enrollment (in-district transfers) as required by law. However, the goal of high quality instruction and continuity resulting in achievement means that transfer decisions should be made with the best interest of the individual student in mind. There are situations in which a transfer is not beneficial to the educational goals and achievement of a particular student. To that end, we reserve the right to deny a transfer request for students with chronic attendance problems at their current school(s), that are unrelated to disability or legitimate documented issues until their attendance records show a minimum of a 90% attendance rate in their current school(s).
- H. Intra-district transfers may be rescinded for reasons of excessive tardies or absences (students must maintain a 90% attendance rate or greater, as measured at the end of each grading period), ten (10) or more days of suspension and/or expulsion, and/or the provision of false information on the intra-district transfer application. Rescissions will normally be completed at the end of each semester. Since rescission of intra-district open enrollment only involves school assignment and not the providing of or withholding of education, there is no due process procedure that applies. The Building Principal is responsible for conferring with the parent/guardian and student and will notify the Superintendent's office before a final decision is made.
- I. Students who have transferred to a school other than their home school as designated by residence and wish to return to their home school either during the school year or at the end of the school year must notify the Superintendent's office of the need to return to their home school and complete an in-district transfer request form.
- J. The final decision for all intra-district open enrollment (in-district transfer) requests rests with the Superintendent.