



Book	Administrative Guideline Manual (Active)
Section	5000 Students
Title	ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN ENROLLMENT
Code	ag5113
Status	From Neola
Adopted	April 21, 2021
Last Revised	August 1, 2025

5113 - ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN ENROLLMENT

Projected enrollment of resident-school students, applications from students from other Ohio districts in accordance with Policy 5113, and tuition students are to be determined by the Superintendent or his/her designee no later than five (5) days before the start of school.

APPLICATION PROCESS

Inter-District Open Enrollment applications 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 non-resident student for inter-district open enrollment may be submitted to the Superintendent's Office by May 1st for renewal applicants and May 31st for new applicants for the upcoming school year.

Newark City School District Resident Native students who move out of the District during the school year may apply for Open Enrollment at any time during the school year.

- B. A separate application must be submitted for each student who requests inter-district open enrollment.
- C. Applications must be resubmitted annually for any previous inter-district open enrollment student for the succeeding school year. All approvals are on an annual basis and must be reapproved in accordance with the Inter-District Open Enrollment Guidelines in effect for the succeeding school year.
- D. Applications from students from other Ohio districts who have an I.E.P. shall not be considered if the District is not currently providing the services called for in the I.E.P.
- E. Applications for all grade levels will be acted on no later than five (5) days before the start of the school year.

APPROVAL

- A. Applications of nonresident students 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. At the high school level (grades 9-12), acceptance will be determined additionally by the availability of student spaces on a course by course basis.

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). Caseload guidelines for special education students per intervention specialist are: 12; for units as follows: MD - 4, AU - 4, ED - 8, CC Resource - 8.

The District will continue to strive for the lowest student/teacher ratios possible at all levels.

- B. Typically developing preschool students cannot open enroll. Preschool handicapped children are eligible for open enrollment because they are eligible to attend school pursuant to ORC 3313.64. However, the district has to be under the caseload guidelines for preschool classrooms.
- C. There shall be no requirements of applicants regarding academic ability, athletic, artistic, or other extra-curricular skill, or any requirement that applicants be proficient in the English language.

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. Newark City Schools resident students will not be displaced
- B. Children of staff members
- C. Resident students requesting an intra-district transfer
- D. Resident students who attend Newark City Schools and move after the start of the school year
- E. Students currently attending Newark City Schools via inter-district open enrollment
- F. First time open enrollment students

Rejection:

- A. The applications of students from 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 home-school student or an application from a tuition 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.
- B. Applicants may be rejected if the racial balance of either the resident District or Local School District would be negatively impacted.
- C. 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 term the application is made or the proceeding term.
- D. Applicants may be rejected if their attendance rate has fallen below 90% during the term the application is made or the preceding term.

Additional Guidelines

- A. The District shall not discriminate against any disabled students (IDEA or 504). The District shall not be required to provide any services or adapt any facilities not already provided disabled, resident native students. If a student from another Ohio district becomes disabled under Section 504 or the staff finds out that a student from another Ohio district is in need of services in accordance with an I.E.P., it will provide appropriate services. The student, however, must agree to attend the District school at which the needed services are currently available. If any services must be obtained elsewhere, the Director of Student Services or his/her designee shall notify the other Ohio district to determine if it wants to arrange for the services or have the District arrange for them at the other Ohio district's expense.
- B. The Superintendent may waive the stated enrollment deadlines up to the end of the first semester should extenuating circumstances exist. The applications will also be prioritized on a first come basis.
- C. Participating Students must comply with all rules of the school district. This includes all academic, attendance, disciplinary, athletic, and extra-curricular rules. In addition, they must comply with all fee payment schedules.