

Open Enrollment Application Procedure

2026-2027 SCHOOL YEAR

ONLINE ONLY!!

Beginning Thursday, January 15, 2026 at 12:00 a.m., applications for students wishing to attend Mohawk Local Schools under the Open Enrollment option will be accepted ONLINE only. This form only needs to be filled out if you live in a district *other than* the Mohawk Local School District.

How do I apply?

1. Have your answers ready by reading the sample application on the back of this page.
2. With your computer or mobile device, go to the school's website: <https://www.mohawk.k12.oh.us/> or the Mohawk mobile app and use the link provided to access the application.
3. Answer all the questions and submit the form.

Here are some important points to note:

- The application period will begin at **12:00 a.m. Thursday, January 15, 2026, and run through Sunday, March 1, 2026.**
- You may apply using any computer or mobile device with an internet connection.
- Applications will be automatically numbered in the order they are submitted online; it is recommended you apply in a timely manner.
- A separate application must be completed for each student.
- **For families with more than one child, the submission time of your first child's application will determine the order for the rest of your children, IF you submit all your applications on the same day as the first child.**
- Be aware that acceptance is on a year-to-year basis. Please remember to be diligent in observing all open enrollment deadlines.

A sample application is provided so you can have your answers ready prior to submission. This sample application is for informational purposes only and will not be accepted; **you must apply online.**

For questions, please call the administrative office at 419-927-2414.



MOHAWK LOCAL OPEN ENROLLMENT APPLICATION

2026-2027

SAMPLE

So that you may be prepared to complete your online application, here are the questions you can expect to answer. **This is a sample only; hard copies of this application will not be accepted.** The link to this application will be available on **Thursday, January 15, 2026 at 12:00 a.m.**, on the Mohawk mobile app and on the school's website at: <https://www.mohawk.k12.oh.us/>

1. Student's First Name
2. Student's Last Name
3. Student's Date of Birth
4. Parent/Guardian Name
5. Address
6. Phone Number (10-digit)
7. Email Address
8. Current School District of Residence
9. Grade Level THIS Year (2025-2026)
10. Anticipated grade Level NEXT Year (2026-2027)
11. Did this student attend Mohawk Local School in 2025-2026?
12. Is this student on an IEP (Individualized Education Plan)?
13. If so, please indicate which service or class.
 Learning Disability Class Reading Remedial Services Emotionally Disturbed Class
 Multiple Disability Class Developmental Disability Class Other (Health, Hearing, Visual, etc.)
 Speech Therapy
14. Was this student ever suspended or expelled?
15. If yes, please explain.
16. Will you be in need of bus transportation?
17. Name of adult completing application/Electronic signature



Book	Policy Manual
Section	5000 Students
Title	ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN-ENROLLMENT
Code	po5113
Status	Active
Adopted	September 1, 1994
Last Revised	December 8, 2025

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

The Board of Education permits the enrollment of students from all other districts in the District's schools or programs in accordance with State laws and regulations concerning Inter-District Open Enrollment, the provisions of this policy, and the administrative guidelines established to implement this policy. This shall include open enrollment of a student who is not a native student of the District if the student's parent is an active duty member of the armed forces of the United States who is stationed in Ohio and who provides the District with a copy of the parent's official written order verifying the parent's status as an active duty member of the armed forces.

The following definitions shall apply:

Active Duty Member

A member of the armed forces of the United States who is on full-time duty.

Armed Forces

Armed forces means the United States army, navy, air force, space force, marine corps, and coast guard.

Home School District

The school district from which a student who is open-enrolling in this District emanates.

Native Student

A student entitled pursuant to R.C. 3313.64 or 3313.65 to attend school in this District.

Tuition Student

A student who attends school in this District based on the payment of tuition in accordance with R.C. 3317.08.

Applications from tuition students shall be given priority over those from other districts.

Program

Any one of the specific course offerings of this District.

Program Size

The restrictions on a number of students in a program due to circumstances unique to that specific program, the terms of a collectively-bargained, negotiated agreement, and/or financial or operating conditions of the District.

Racial Balance

"Racial" refers to minorities classified as African-American, Asian-American, Hispanic-American, or Native-American students. "Balance" refers to the percentage of "racial" students in a District program, classroom, or school.

Racially Isolated Building

A racially isolated building refers to a School District building in which the racial composition of the students varies significantly from the overall composition of the School District.

Maintaining Appropriate Racial Balance

Given our diverse society and the importance of preparing students for education, work, and citizenship, the Board is committed to providing students with equal educational opportunities, promoting educational diversity in the District, and providing students with the educational benefits of a diverse student body. To that end, the Board will give individual consideration to each applicant seeking enrollment under this policy, so that all factors that may contribute to student body diversity are meaningfully considered in admissions decisions. It is the intent of the Board to maintain an appropriate racial balance as required by law.

Should a concern arise regarding racial balance in one or more of the District's schools, the Superintendent shall consult with legal counsel to determine the appropriate steps that should be taken, including, but not limited to, any necessary policy revisions and other actions necessary to comply with State and Federal law. The Superintendent shall then make the appropriate recommendations to the Board. It should be noted that there are no racially isolated buildings within the School District.

Enrollment of a Student of a Military Family

Enrollment of a military child shall comply with the same procedures required by law for other open enrollments. No tuition may be charged for military children who enroll under the exception.

Additionally, a student enrolled under the District's open enrollment policy exception for military children may continue to attend school in the District and receive transportation services for the remainder of the school year if the student's parent is discharged or released from active duty. After the conclusion of that school year, the student is not eligible to attend school in the District under the exception, as long as the student does not have a parent on active duty.

The Superintendent shall prepare administrative guidelines for the implementation of this policy in ways that comply with relevant State laws and guidelines and provide for the following:

- A. Application procedures, including deadlines for application and for notification of students and the Superintendent of the applicable district whenever the District approves an application submitted by an other district student; and
- B. Procedures for admitting open enrollment applicants free of any tuition obligation to the District's schools/programs, including, but not limited to:
 1. The establishment of District capacity limits by grade level, school building, and education program;
 2. A requirement that all native students wishing to be enrolled in the District will be enrolled, and that any other students previously enrolled in the District will receive preference over first-time applicants; and
 3. Procedures to ensure that the District maintains an appropriate racial balance in its schools. Specifically, the Board reserves the right to object to the Open Enrollment of a District student to another district in order to maintain an appropriate racial balance. If the Board of a student's home school district objects to a transfer of one of its students to this District for the same reason, this Board will deny the transfer unless the tuition fee is paid for the student.

The District's Inter-District Open Enrollment procedures shall not include any requirement of academic ability, or any level of athletic, artistic, or other extracurricular skills.

The District will also not limit an applicant's admission because of the student's disability, unless the services described in the student's individualized education program ("IEP") are not available in the District's schools. Further, the District will not refuse an applicant's admission due to the child's limited English language proficiency. Finally, an applicant will not be

rejected because the student has been subject to disciplinary proceedings, except that if an applicant has been suspended or expelled by the student’s district for ten (10) consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought, the District will deny admission to said applicant.

The Board will provide information about this policy, including the application procedures and deadlines, upon request, to the board of education of any other school district or to the parent of any student anywhere in Ohio.

The District will accept all credits toward graduation earned in other district schools by another district student or a native student.

If necessary to maintain an appropriate racial balance, the District may object to the enrollment of a native student in an adjacent or other district.

Upon request of a parent, and provided the Board offers transportation to native students of the same grade level and distance from school under R.C. 3327.01, the District will provide transportation for the student within the boundaries of this District, except that the District shall only pick up and drop off a student without a disability at a regular school bus stop designated in accordance with the Board’s transportation policy.

The Superintendent shall report to the DEW all information required by R.C. 3319.981.

This policy shall be reviewed annually by the Board to determine whether to adopt a resolution to continue the policy or to rescind Inter-District Open Enrollment. Additionally, the Superintendent shall annually review the level of diversity existing within the District’s programs, grades, and/or schools to assess whether the application of this policy has resulted in an adverse effect on racial balance. As a part of the Superintendent’s review, the Superintendent will be responsible for determining whether there is a legal basis for the Board to use the "maintenance of appropriate racial balance" language of R.C. 3313.98. Should this review indicate that the racial balance in one (1) or more of the District’s programs, grades and/or schools has been adversely affected, the Superintendent shall consult with legal counsel to determine what, if any, appropriate steps should be taken including, but not limited to, policy revisions or other actions necessary to comply with State and Federal law. The Board reserves the right to modify the conditions under which Inter-District Open Enrollment would continue for any particular program, classroom, or school.

- A. Any application for open enrollment transfer must be submitted to the Superintendent’s office of the student’s district of enrollment from January 15th to March 1st. Applications will be acted upon by May 1st. Parents must indicate acceptance of transfer on or before May 15th. One application must be submitted for each student who requests an inter-district transfer.
- B. No inter-district transfer will be permitted if the enrollment of the grade level being requested at the receiving district exceeds the following:

Grade	Enrollment Limit
K-6	84
7-12	Shall be established on a course-by-course basis
- C. No student, once accepted by the receiving district, will be displaced should enrollment exceed the limits stated above.
- D. When a request for transfer by a special education student would result in an increase in the enrollment of a cooperative special education unit, the fiscal agent superintendent shall approve all such requests. Enrollment in a special program, i.e., gifted, LD, DH, etc., will dictate which building a student must attend as many units are cooperative among several districts and may not be house in the district to which the student has transferred.
- E. Districts are not required to institute any special education programs to serve transfer students. If a student is evaluated for placement in a special education program, representatives of the district of residence must be invited to participate in the placement meeting.
- F. All approved transfers are in effect for the current school year only and may be discontinued at the discretion of the participating boards in subsequent years.
- G. Applicants shall be considered on a first-come, first-served basis with an assurance that native students will not be displaced.

Approved open enrollment students for the current year will receive priority for approval for the following year. No applicant, once approved, will be displaced in subsequent years should they choose to apply, even if the grade level capacity set by this policy is exceeded due to an influx of resident students. If the applicant does not apply for open enrollment the following year, they forfeit their status for automatic approval. A currently approved applicant may be denied open enrollment if they have been suspended or expelled during the current or preceding semester.

A family requesting open enrollment for multiple children shall have all siblings approved for transfer if one of the siblings is accepted, even if the grade level for a sibling exceeds the capacity set in this policy. Siblings may, however, be denied if their acceptance would violate the capacity of a special education unit or the student had been suspended or expelled during the current or previous semester.

In grades 3-6, if the average class size of the grade level is twenty-seven (27) or greater, a certified teacher's aide will be added to the grade level to reduce the student-teacher ratio.

- H. Applicants may be rejected if the racial balance of either the sending or the receiving school district would be negatively impacted.
- I. Participating districts will accept no responsibility for the transportation of students to other districts unless it is deemed practical by the administration.
- J. Districts may deny enrollment to students who have been expelled or suspended for ten (10) consecutive days in the current term or the immediately preceding term.
- K. Superintendents may, by mutual agreement, waive the stated enrollment deadline should extenuating circumstances exist.
- L. When a student wishes to attend a joint vocational school (JVS) serving the receiving district, the JVS administrator should be contacted to ascertain the availability of the desired program.

Athletic Releases

The Board will grant athletic releases as required by OHSAA bylaws to all resident students who participate in the open enrollment programs of contiguous districts.

Graduation Credits

The Board will accept all credits toward graduation from enrolled students who are residents of an approved, accredited school in Ohio.

Provision of Information

In compliance with R.C. 3313.98, the Board will provide information regarding open enrollment policies and regulations to the student's district and, upon request, to the parents of students who reside in school districts.

Re-Adopted 10/18/95

Revised 2/19/01

Revised 3/11/02

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Legal

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R.C. 3313.98, 3319.981, 3319.982