



OTSEGO LOCAL SCHOOLS

18505 Tontogany Creek Road, Suite #1 Bowling Green, Ohio 43402

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BOARD OF EDUCATION MEMBERS

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INTER-DISTRICT OPEN ENROLLMENT ADMINISTRATIVE REGULATIONS/APPLICATION PROCEDURES

1. All interdistrict open enrollment applications must be received by the Otsego Local Schools Superintendent's office at 18505 Tontogany Creek Road Suite 1, Bowling Green, Ohio 43402 between April 1 and April 30 of the enrollment year.
2. Upon receipt by the Superintendent's Office, applications will be dated and marked immediately.
3. Applications will be considered on a first come, first serve basis according to the date the application is received by the Superintendent's office.
4. Notification of interdistrict open enrollment application will be made on or about June 15 by the Superintendent's office. Parents must indicate acceptance of enrollment on or before June 30 by returning the "Assurance of Transfer" form. Failure to notify the Superintendent's office of acceptance may void the application. One application must be submitted for each student who requests an interdistrict enrollment.
5. No interdistrict transfer will be permitted if the enrollment of the grade level/section or course being requested exceeds the following:

Grade	Section	Enrollment Limit
K-4	Per section	22
5-6	Per section	25
7-12	Per class	Shall be established on a course by course basis
K-12	Special Education	three less than State maximum, this number varies based on the special education classification (ie: multiple disabilities, inclusion, speech only)

6. No student, once accepted by the Otsego Local School District, will be displaced should enrollment exceed the limits stated above.
7. Students with an IEP will be accepted only if required services are already provided. Students receiving special education services will continue to be assigned to school buildings where the services specified in the student's IEP are available.
8. All approved open enrollment transfers will be in effect for one school year only. Preference will be given to open enrollment students desiring to continue their schooling in the Otsego Local School District.
9. Parents of open enrollment students are responsible for transporting students to and from school. Alternate transportation may be assigned at the discretion of the Superintendent or his/her designee.
10. Interdistrict open enrollment students do not need to obtain an athletic release from their district of residence to participate in athletics at Otsego Local Schools provided the student is enrolled and in attendance at the non-resident school. If a student transfers after the first day of school of the student's ninth grade year or after having established eligibility prior to the start of school by playing in a contest (scrimmage, preview or regular season/tournament contest), the student will be ineligible for one year from the date of enrollment in the school to which the student transferred and is subject to all other provisions of the OHSAA.

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