

OPEN ENROLLMENT GUIDELINES AND PROCEDURES

The Wellington Exempted Village School District Board of Education shall permit any student to apply for open enrollment in the Wellington Exempted Village School District free of any tuition obligation. Interdistrict transfer applications may be approved provided that all requirements as outlined in the administrative regulations are met. Guidelines for the transfer of students, based upon criteria established by the Wellington Exempted Village School District Board of Education in conjunction with recommendations from the Ohio Department of Education, are listed below. These guidelines, established annually, are consistent with ORC 3319.98.

Guidelines are as follows:

1. Allocation for interdistrict transfer of students to the Wellington Exempted Village School District must be submitted to the Superintendent's Office at the Wellington School District between April 15th and June 5th of the school year prior to the intended enrollment through the Open Enrollment Application Google Form or on the official Wellington Exempted Village School District Interdistrict Enrollment Program Application for Admission form.
2. A separate application for interdistrict enrollment must be submitted for each child.
3. Upon approval for admission to the interdistrict transfer program, the applicant and the superintendent of the adjacent district will be notified. Upon denial, the applicant only will be notified. Notification will be made on or around July 5th.
4. Accepted students (or parents/guardians on their behalf) must notify the Wellington Exempted Village School District Superintendent of their acceptance or rejection of enrollment via email, phone or written notice within ten days.
5. For purposes of open enrollment, no interdistrict transfer will be permitted if student enrollment of the grade level being requested exceeds district limits.
6. Prioritizing Applications
 - a. Resident Students
 - b. Native students of the Wellington Exempted Village School District who attended school under an inter-district transfer and are forced to return or choose to return to the Wellington Exempted Village School District.
 - c. Applicants or siblings of applicants who have attended Wellington Exempted Village School District previously under open enrollment.
 - d. Applicants who were residents of the district but moved to a different district.
 - e. Other - prioritized by date and receipt of application.

7. Resident students must not be displaced in any case relative to open enrollment admissions. Native students of the Wellington Exempted Village School District receive preference over students from other districts seeking enrollment.
8. All approved transfers are in effect for one (1) school year only. Acceptance for subsequent years is not guaranteed. However, preference will be given to continuing students over first time applicants, assuming continuing students complete open enrollment applications in a timely manner and are not disqualified due to code of conduct infractions. Admission will be withdrawn if an accepted student becomes disqualified for disciplinary reasons.
9. Interdistrict transfer applicants with handicapping conditions may be rejected for interdistrict enrollment if specific services described in the student's IEP are not available in the Wellington Exempted Village School District.
10. The Wellington Exempted Village School District will not institute any special education program to specifically serve interdistrict transfer students.

If the district accepts a student and later learns that the student has a disability that requires special education services, the school district will provide those services if available. The native (home) school district has the responsibility to make certain the student is served. The educating school district may bill the native (home) school district for "excess costs" or its tuition rate for the services provided to open enrollment special education students.

11. Ohio High School Athletic Association (OHSAA) athletic eligibility guidelines will be in effect and applied to this program at all times, and are subject to change as prescribed by OHSAA Bylaw #4-7-9 from the *Handbook of the Ohio High School Athletic Association*.
12. Inter-district transfer applicants will be rejected if they have been suspended or expelled by the sending district for 10 days or more in the semester prior to the year for which admission is sought.
13. Under section 3327.01 of the ORC, the Wellington Exempted Village School District shall offer transportation to non-resident interdistrict transfer students upon the request of a parent/guardian and provided that the district offers transportation to native (home) students of the same grade. Transportation will be provided from an existing bus stop designated by the Wellington Exempted Village School District within the boundaries of the Wellington Exempted Village School District. Transportation from outside of the Wellington Exempted Village School District to that bus stop within the Wellington Exempted Village School District is the responsibility of the parent/guardian.
14. The Superintendent may waive the stated enrollment deadlines, up to the first full week in October, should extenuating circumstances exist.