INTERDISTRICT OPEN-ENROLLMENT
ADMINISTRATIVE GUIDELINES

The Hillsdale Local Board of Education believes that students should, under certain prescribed circumstances, benefit from an Interdistrict, Open-enrollment Policy. Guidelines for the transfer of students are as follows:

1. Any application for an interdistrict transfer involving a student who is a resident of *an* Ohio school district must be submitted by mail and on an official application form to the Superintendent's office of the Hillsdale Local School between March 1 and May 1. Applications postmarked prior to March 1 or after May 1 will be rejected. Applications will be acted upon by May 20. One application must be submitted for each student who requests an interdistrict transfer. The Superintendent may consider applications submitted after the deadline if a special need exists.

2. Upon acceptance, the Hillsdale Local School superintendent shall notify the home School superintendent of any student(s) enrolled under interdistrict open enrollment.

3. No interdistrict transfer will be permitted if the Hillsdale Local Schools enrollment of the grade levels or special program being requested exceeds the following:

Grades	Enrollment	Program	Enrollment
K-4	23 per classroom	ID/SLD K-8*	8
5-8	25 per classroom	ID/SLD 9-12*	12
9	10	MD/ED*	6
10	10	* These programs require placement or staffing meetings and approval of the district.	
11	10		
12	10		

4. Once accepted by Hillsdale Local School District, no student will be displaced during the school year should enrollment exceed the above limits.

5. Hillsdale Local School District is not required to institute any special education program or add any special education units. If an interdistrict transfer student is evaluated for placement in a special education classroom for the 2026-2027 school year after the school year begins, representatives of the district of residence must attend the placement meeting. If the student is subsequently placed in a Hillsdale School District unit, the student's placement for the following year will be subject to these guidelines during the spring re-application process.

6. All approved transfers are in effect for one school year only and may be discontinued at the discretion of the Hillsdale Board of Education in subsequent years. All non-resident students must reapply for the interdistrict transfer program each year.

7. Applicants will be considered on a first-come, first-served basis, as determined by the postmark date on the formal application envelope. Applications that do not arrive by mail may be rejected. All questions on the application must be answered.

8. Applicants may be rejected if the racial balance of either the sending district or the Hillsdale Local Schools would be negatively impacted.

9. The Hillsdale Local Schools will accept no responsibility for the transportation of its residents to other districts under the interdistrict transfer program.

10. The Hillsdale Local School District will not transport interdistrict transfer students from sending districts accepted into its schools under this program unless the parent or guardian of such a student requests transportation within the bounds of the Hillsdale Local School District, with pick-up and drop-off points only at regular school bus stops so designated in accordance with the district's transportation policy. Special circumstances that require exceptions to this for students with disabilities from contiguous districts, as noted on the student's IEP, will be handled on a case-by-case basis.

11. The Hillsdale Local School District may deny enrollment to the following:

a. Students who have been suspended or expelled for ten consecutive days in the current semester or the immediately preceding semester;
b. Students whose applications are not complete or contain false information.
c. Students who are credit deficient and are not on target for graduation;
d. Students who require special programming required by their IEP, which is not available in the district
e. Students who have outstanding financial or other obligations at their home school, resulting in the withholding of records, transcripts, etc.
f. Students who do not provide current and legal custody information.
g. Students who have not paid their fees by the end of the first grading period.

12. Implementing the procedures described herein shall prioritize native students (those who reside in the Hillsdale Local School District) in all cases. It shall give preference to previously enrolled interdistrict transfer students over first-time applicants, except when the district may legitimately deny enrollment upon reapplication by previously enrolled students.

13. These procedures and the policy on Interdistrict Open Enrollment will be posted on the district website. The superintendent of a home school district from which a student transfers into the Hillsdale Local School District under this program shall be notified of the student's acceptance.

14. Interdistrict open enrollment transfer students entering grades 9-12 should be aware of the Ohio High School Athletic Association (OHSAA) Bylaw 4-7-3 and its impact on student-athlete eligibility. Hillsdale accepts no responsibility for student-athlete ineligibility due to the application of OHSAA Bylaw 4-7-3. Link to the OHSAA transfer bylaw chart: https://www.ohsaa.org/Eligibility/Transfer

For questions, visit our website: http://www.hillsdale.k12.oh.us/

Or contact Becky Austin at 419-368-8502 or email at baustin@hillsdalelocalschools.org