Open Enrollment Guide and Information

Nondiscrimination on the basis of grade level, including preschool disabled; academic ability; English language proficiency; or any level of artistic, athletic, or extracurricular skills. A student's application cannot be denied because of disciplinary action in his/her home school, except for a suspension or expulsion for ten (10) days or more that occurs in the current semester or the semester immediately preceding the application. If the District does not currently provide services required for a disabled, adjacent-district student, his/her application may be denied.

Application procedures including the criteria by which applications from adjacent-district and other-district students shall be reviewed and prioritized. District students and any adjacent-district or other-school district **students previously enrolled** under the provisions of this policy shall be given **priority**.

Open Enrollment Applications will only be accepted by completing the application on *Final Forms*.

- **April 1** - Application for open enrollment opens.
- **June 1** - **Priority** for previously open-enrolled students closes.
- **June 15** - Based on capacity, applicants will be notified of acceptance, application on hold, or denial. After the parent/guardian has been notified of **acceptance,** it is important that the parent/guardian and student go back to Final Forms and complete, sign, and SUBMIT all forms and attach any required documents. **Enrollment will not be considered complete until all forms are COMPLETED, SIGNED, SUBMITTED, and required documents are received by East Knox.** (***Application for open enrollment remains open***.)
- **August 1** - Based on capacity, recent applicants and "applicants on hold" will be notified of acceptance, application on hold, or denial. After the parent/guardian has been notified of **acceptance,** it is important that the parent/guardian and student go back to Final Forms and complete, sign, and SUBMIT all forms and attach any required documents. **Enrollment will not be considered complete until all forms are COMPLETED, SIGNED, SUBMITTED, and required documents are received by East Knox.** (***Application for open enrollment remains open***.)
- **September 1** - ***All open enrollment applications closed***.
- **September 15** - Based on capacity, recent applicants and "applicants on hold" will be notified of final acceptance or denial. After the parent/guardian has been notified of **acceptance,** it is important that the parent/guardian and student go back to Final Forms and complete, sign, and SUBMIT all forms and attach any required documents. **Enrollment will not be considered complete until all forms are COMPLETED, SIGNED, SUBMITTED, and required documents are received by East Knox.**

Capacity at this time for grade levels are as follows:
K-2nd = 80
3rd, 4th, 5th = 85
6th = 85
7th-12th = 100

Open Enrollment FAQs

What is Open Enrollment?

A parent or guardian residing in an Ohio school district may enroll their child in EKLSD without paying tuition, provided they comply with open enrollment deadlines and procedures and their student is accepted by EKLSD.

How do I apply for Open Enrollment?

You will need to complete the open enrollment process **online**, through Final Forms. We do not accept paper applications. If you do not have a way to complete the open enrollment process online, please let us know, we can make accommodations for you in our buildings.

When does the application period open and close for Open Enrollment to the EKLSD?

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Do I need to re-apply for Open Enrollment each year?

Yes. You will need to complete the open enrollment process online, through Final Forms. If you have a **new student**, you will need to create an account, complete all the information on the open enrollment application, sign and SUBMIT the online form. If your student is a **returning student**, you will need to open your Final Forms account, verify/update your information on the application if need be, sign and SUBMIT the forms.

Do I need to re-apply for Open Enrollment if I move?

Yes. You must complete all the information on the open enrollment application, sign and SUBMIT the online form **promptly after** your move (if your move takes you out of EKLSD), or you may be denied.

Will the district provide transportation for my student?

Any transportation provided by the District for an adjacent-district or other-district student takes place within established bus routes and bus stops within the District. Please contact our Transportation Coordinator at 740-599-7000 x1016 for more information.

Is there any cost involved?

There is no tuition charge for open enrolled children. However, parents or guardians are responsible for any and all miscellaneous fees for participation in courses, classes, or activities, the same as resident students are expected to pay.

My Student would like to play sports. What do I need to know?

Athletic eligibility complies with State regulations and the provisions set forth by the Ohio High School Athletic Association.