



ELIDA LOCAL SCHOOLS

OPEN ENROLLMENT GUIDELINES & PROCEDURES

Open Enrollment for the 2026-2027 school year will open on May 1st. To apply, please go to “Forms & Links” on the Elida School web page and click on the link titled “Open Enrollment Application 2026-27”. The application is filled out online and will come directly to us when you click the “Submit” button.

IMPORTANT:

- If/when you receive an acceptance letter you must follow the instructions below for new students and/or for current open enrollment renewal students:
(Approval or denial letters are typically mailed by the end of June for grades 1-12. Kindergarten are not approved/denied until approximately the 2nd week of August)

NEW student(s): you must enroll the student(s) online thru FinalForms. The link can be found on the Elida Local Schools webpage under “Forms & Links,” K-12 Student Enrollment Link.” You will be asked to create a password, complete all forms listed, and upload all necessary documents. **This must be done prior to August 1st or you may lose your seat and the open enrollment will be overturned.**

Current Open Enrollment RENEWAL student(s): If your child attended Elida School for the 2025-2026 school year, you will not have to register again. HOWEVER, you must complete all forms listed, AND upload a new proof of residency. Acceptable proofs are listed on the school web page. **This must be completed prior to August 1st or you may lose your seat and the open enrollment will be overturned.**

- Once a student is accepted, parents are required to reapply for open enrollment EACH SCHOOL YEAR for EACH STUDENT. A separate application is necessary for each student. Open enrollment applications will be taken May 1st through May 31st of each year and may only be extended if class size allows. Selected grades may be closed earlier than others due to maximum capacity of the grade.
- Parents reapplying for a current open enrollment student will be given first priority as long as their application is returned by May 15, 2026. It is anticipated that class sizes will be at a maximum. Therefore, current students whose application is not returned before May 15, 2026 will not be given first priority and their application will be placed with all new requests. New requests are then considered in the order in which they were received.
- Should your child require Special Education services not provided by Elida Local School, he/she may be returned to his/her home school.

- Parents/Guardians must keep the school informed of any address changes that occur and submit the required documentation to ensure that the student(s) are eligible for continued enrollment. Neglecting to update address changes could result in the immediate withdrawal of student(s)
- Transportation for open enrolled students is offered but the stop must be within the Elida School District and agreed upon by the Transportation Director.
- Your application/electronic signature indicates awareness that the completion of this application DOES NOT provide permission to change district attendance. It is merely a request to do so.
- Your application/electronic signature indicates that administrators of the district of residency and the district where attendance is desired may exchange any and all information and records relative to your child.
- Your application/electronic signature confirms that the district may rescind an open enrollment for any student who is suspended from school for any reason, and/or any student not maintaining a 90% attendance rate at the end of each grading period.

Administrators will begin reviewing applications in June. Notification of approval or denial will be sent via USPS or email prior to July 1st. However, ***Kindergarten open enrollment applications are not approved or denied until approximately the 2nd week in August*** to ensure room for kindergarten students that live in the Elida district. If approved for kindergarten, screening will take place as assigned by the principal.