INTER-DISTRICT OPEN ENROLLMENT TRANSFER REQUEST

The transfer of a student in the Gallipolis City Schools out of his school of attendance shall be in accordance with the district's inter-district open enrollment policy and regulations. The inter-district open enrollment regulations are attached for your information. Please complete the following form and return it **by August 1** to the attention of the principal of the building which you desire your child(ren) to attend. Complete a separate form for each child.

GALLIPOLIS CITY SCHOOL DISTRICT
REQUEST FOR DISTRICT TRANSFER

1. Parent/Guardian _____ Date _____ Time _____
   Address _____ Telephone _____
2. Child's name _____ Social Security No. _____
3. Brothers or sisters of child requesting transfer _____
   _____
4. District of Residence _____ School Currently Attending _____
5. Grade level of student for upcoming year _____
6. School to which request is being made to transfer child _____
7. Have you contacted the principal where your child currently attends? ☐ Yes ☐ No
8. Special programs or services which your child needs _____
9. If for specific high school courses or special classes, please list. _____
   _____
10. Please state briefly your reasons for requesting that your child be transferred.
    _____

I have read the regulations of the inter-district open enrollment plan (back of form) and agree to abide by the procedures and policies that have been established.

_____ _____
Signature of Parent/Guardian Date

Applications must be submitted no later than 3:00 p.m. on August 1 to the principal of the building to which the transfer is requested.

(For office use only)

Date received _____ Time _____

☐ Approved ☐ Refused

Signature of Official _____

Reason(s) _____

No student shall be denied admission to the GCSD or to a particular program for reasons of race, color, national origin, sex, or handicap.

[Adoption date: February 17, 1993]
Revised: March 19, 1997
March 21, 2012
August 15, 2018

ADMISSION OF INTER-DISTRICT TRANSFER STUDENTS

The Board permits any student from any other district in the state to apply and enroll in the District schools free of any tuition obligation, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

1. application procedures, including deadlines for application and notification of students and the Superintendents of other districts whenever another district's student's application is approved;
2. procedures for admission;
3. District capacity limits by grade level, school building and educational program are determined;
4. resident students and previously enrolled students have preference over first-time applicants;
5. no requirements of academic, athletic, artistic or extracurricular skills required;
6. no limitations on admitting disabled students, unless services required in an IEP are not available in the District;
7. no requirement that the student be proficient in the English language;
8. no rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by another district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought and
9. procedures to ensure maintenance of an appropriate racial balance in the District's schools.

[Adopted: August 6, 1991]

Revised: February 17, 1993
August 6, 1998

LEGAL REFS.: ORC 3313.65; 3313.98
Chapter 3327