

Warren Local Schools

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Administrative Guidelines Inter-district Open Enrollment

The following Administrative Guideline, in conjunction with Board policies JECB – Admission of Nonresident Students and JECBB – Interdistrict Open Enrollment, will determine the procedures for enrollment of students from any other district in Ohio.

The following shall be the process for applying for and processing applications to the open enrollment program:

1. The district shall post on its website and make available all policies, rules, and regulations pertaining to the interdistrict open enrollment program.
2. Applicants entered in the interdistrict open enrollment program must be approved by the Superintendent.
3. Students wanting to enroll in the interdistrict open enrollment program must submit a completed written application and have it on file in the Superintendent's office. Applications for the interdistrict open enrollment program will be accepted starting on April 1, or the first business day after, at 9:00 AM and numbered accordingly. Applications will not be accepted prior to April 1.
4. Once the superintendent has determined the student openings available for the school year for which the student is applying, openings (e.g., grade 1) will be filled using the following acceptance criteria:
 1. Board policy JECB – Admission of Nonresident Students;
 2. Students currently attending Warren Local Schools pursuant the guidelines for interdistrict open enrollment;
 3. Siblings of students currently attending Warren Local Schools pursuant the guidelines for interdistrict open enrollment;
 4. Using sequential order of all other interdistrict open enrollment applicants.
5. Students accepted in the interdistrict open enrollment program shall be notified by letter postmarked no later than one week prior to the first student school day. Within ten (10) days of notification of approval as a interdistrict open enrollment student, the district must be notified of the student's intent to enroll. Failure to notify the district within the ten (10) day period will result in the student's offer being withdrawn, thus allowing for other students to be considered for the opening.

Other important information regarding Interdistrict Open Enrollment

- Applications for interdistrict open enrollment must be submitted annually.
- A separate interdistrict open enrollment application must be completed for each student.
- Enrollment may be denied to students who have been suspended or expelled for ten (10) consecutive days in the current term or the immediately preceding school year.
- Warren Local Schools may provide transportation to interdistrict open enrollment students only within the same manner and routes under which it transports its residential students and as long as capacity allows.
- Athletic eligibility for interdistrict open enrollment students will be determined by the Ohio High School Athletic Association rules and regulations.

**WARREN LOCAL SCHOOL DISTRICT
INTER-DISTRICT OPEN ENROLLMENT APPLICATION**

File: JECBB

Applications for an inter-district transfer must be submitted to the Superintendent's office of the Warren Local School District between April 1 and April 30 on an annual basis. Applications will not be accepted prior to April 1st.

One application form must be submitted for each student who requests an inter-district transfer.

Date: _____ Student Full Name: _____
First Middle Last

Date of Birth: _____ Address: _____

City: _____ Zip: _____

Parent/Guardian Name (print) _____ Email: _____

Hm Ph.: _____ Cell ph: _____ Work Ph: _____

School District in which you reside: _____ Current Grade: _____

School Currently Attending: _____ City: _____

School Requesting: Elementary K-4 Middle 5-8 High 9-12

School Year Applying for: _____ Grade Level: _____

- Does the student currently attend Warren Local Schools through open enrollment? Yes _____ No _____
- Is Student Enrolled in any Special Education Program? Yes: _____ No: _____
- Has the student been expelled from school or suspended for 10 consecutive days in the current semester or the immediately preceding semester? Yes: _____ No: _____ if yes, list dates _____

Proof of address must accompany this application. This can be in the form of a rental agreement, mortgage lien or current utility bill in legal custodial parent or guardian name.

My signature certifies that I have read, understand, and agree to adhere to the Administrative Guidelines for Inter-District Open Enrollment and Board Policy.

Any falsification of information on the application form will render the application null and void.

Signature of Parent/Guardian: _____ Date: _____

For Office Use Only

Received by: _____ Date Received: _____ Time: _____

Approved: _____ Rejected: _____ Reason(s) for Rejection: _____

Signature of Superintendent (or Designee): _____

Sequential # _____