

## ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

Believing that parents should have the option of some choice in the selection of the public school their child attends, the Board adopts a policy of open enrollment for any school district in Ohio.

Students from any school district in Ohio may apply and enroll in the District free of any tuition obligations, provided established policy criteria are met.

The Superintendent has developed procedures and regulations to successfully implement this policy.

[Adoption date: August 9, 1999]

{Revised date: February 13, 2017}

LEGAL REFS. OR 3313.65; 3313.98

Chapter 3327

### ADMISSION OF INTER-DISTRICT TRANSFER STUDENTS

The Board permits any students from any Ohio school district to apply and enroll in the District schools free of any tuition obligation provided that all procedures as outlined in the following regulations are met.

1. Applications to transfer from the school district of residence to the Amanda-Clearcreek Schools must be completed and in the hands of the Amanda-Clearcreek Schools' Superintendent between March 1<sup>st</sup> and April 10<sup>th</sup> of the year preceding the school year of desired attendance. Late applications will be accepted with exceptions.
  - A. The application form is completed, signed by the parent(s) or guardian of record, contains a complete individual immunization record meeting current State of Ohio standards, has a recent official transcript or record of achievement attached, if applicable, and a record of any suspensions or expulsions from the present and previous school term. If the student making application is disabled, a current IEP must be submitted with the application.
  - B. Applicants are notified by the Superintendent's office of their acceptance/denial in writing by **April 25<sup>th</sup>**. Applications will be accepted past the deadline if there are spaces available. The Superintendent's decision is final in all cases.
  - C. A copy of the acceptance/disapproval letter is forwarded by the Superintendent's office to the superintendent of the school district of residence.
  - D. Approved students must formally accept this transfer by forwarding a letter of acceptance to the Amanda-Clearcreek School Superintendent' office, no later than May 10th. The letter must be signed by the parent(s) or guardian of record, state the student's name, birthdate, social security number and include the statement: "(Student's Name) shall remain in the Amanda-Clearcreek Schools through the end of the school year for which the transfer is requested."

Amanda-Clearcreek students who move into another Ohio school district during a school year must apply to the Superintendent for transfer as an open enrollment student during that school year if they desire to continue enrollment in the District.

2. The Superintendent establishes a capacity limit for the District which includes limits of grade levels, buildings and educational programs. This may be adjusted by the Superintendent during the school year should changes in facilities or programming, in the Superintendent's judgment, warrant such action.

Applications of non-resident students will be considered provided that a balance of the class sizes in grades K-12, buildings, and programs can be maintained. At the elementary and primary levels, building capacity will be determined by the number of available teachers and classroom spaces. At the middle school and high school levels, availability of space within course sections will govern open enrollment students opportunity to take classes which are offered on a limited scheduling basis. The District will strive for low student-teacher ratios at all levels.

The recommended grade level enrollments are as follows:

<u>Grade</u>	<u>School</u>	<u>Grade Level Enrollment Limit</u>
K-1	Primary	18 per class
2-3	Primary/Elementary	20 per class
4-6	Elementary/Middle	24 per class
7-8	Middle School	24 per scheduled class section
9-12	High School	24 per scheduled class section

3. Students of "native" residence have primary preference for enrollment in grade levels, and buildings. Previously enrolled students of other Ohio school districts have preference over first-time transfer applicants. All approved transfers are in effect for one school year only. Applications must be renewed yearly by April 10<sup>th</sup>, provided the Amanda-Clearcreek Local Board of Education still has an interdistrict open enrollment policy. Re-enrollment of a transfer student shall not be considered automatic.
4. No requirements of academic, athletic, artistic or extracurricular skills are required to be considered for enrollment; however, appropriateness of educational programming needs is a factor considered for approval.
5. No limitations regarding the admittance of disabled students are recognized, with the exception of services required in an IEP which are not provided on the premises of the District or in cases where the Board-established maximum number of students has been attained in the units established to provide such services. A copy of the current IEP is attached to the application.
6. There is no requirement that the student be proficient in the English language; however, additional services beyond those available at the date of application within the District are not provided or created.
7. There are no rejections of any applying students because the student has been subject to disciplinary proceeding, except if an applicant has been suspended or expelled by the adjacent 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, or should there be judicial procedures that cause such approval to be contraindicated.

Students will be rejected for inter-district transfer if they have been chronic truants in the term for which admission is sought or the term or school year immediately preceding the term for which admission is sought. Chronic truant means a student of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for seven or more consecutive school days, 10 or more school days in one school month or 15 or more school days in a school year.

8. A transferred student may avail himself/herself of existing District transportation systems, routes and pick-up points. Transportation from outside the District to a bus stop within the District is the responsibility of the parents unless the child is disabled and is receiving transportation in accordance with his/her plan for special education. Parents whose income falls below the Federal poverty level may be reimbursed for the reasonable cost of transporting their child from their home to the designated school bus stop in accordance with Ohio Revised and Administrative Codes.
9. All credits earned toward graduation under an accredited, approved secondary education program are accepted by the District.

10. Every effort will be made to allow-students of Junior or Senior standing who attended Amanda-Clearcreek High School the entire school year as a Freshmen and Sophomore to be able to remain at Amanda-Clearcreek High School through open enrollment.
11. Taking into consideration the above factors, Amanda-Clearcreek will allow the open-enrollment of any school-age child of any full-time staff employee who lives outside the district, to attend the Amanda-Clearcreek School District, tuition free, as long as the child's enrollment does not require the District to build additional space or hire an additional teacher, and falls within the established class sizes.

(Approval date: August 9, 1999)

(Revised date: March 26, 2001)

(Revised date: February 10, 2003)

(Revised date: May 9, 2005)

(Revised date: August 8, 2005)

{Revised date: December 8, 2008}

{Revised date: September 14, 2009}

{Revised date: February 13, 2017}