

ELMWOOD LOCAL SCHOOL DISTRICT INTER-DISTRICT OPEN ENROLLMENT GUIDELINES

The Elmwood Board of Education will participate in an Inter-district Open Enrollment Program as prescribed by Senate Bill 140 and the Ohio Department of Education Rule 301-48-02. This program shall be in effect for the present school year and shall include all districts in the State of Ohio.

Guidelines for an inter-district student transfer into the Elmwood Local School District are based on the criteria established by the Elmwood Board of Education. These guidelines are consistent with Ohio Revised Code 3319-98.

GUIDELINES:

- A. Any application for inter-district student transfer must be submitted to the superintendent’s office in the student’s district of residence. A copy of that application must also be sent to the superintendent’s office at the Elmwood Local Schools between **May 1 (beginning at 8:00 a.m.) or the first subsequent business day thereafter through May 31 (ending at 4:00 p.m.) or the prior business day before.** Applications will be considered on a first-come, first serve basis with the assurance that Elmwood residents will not be displaced. Applications will be acted on by the Superintendent of Schools the week prior to school starting (usually the third week of August). Parents of students requesting enrollment into the Elmwood Local Schools must indicate acceptance of transfer or the acceptance may be void.
- B. A separate application must be submitted for each student who would like to be considered for inter-district open enrollment. The application process must be repeated each school year.
- C. All approved transfers are in effect for the present school year only, and may be discontinued at the discretion of the Elmwood Board of Education in subsequent years.
- D. No interdistrict transfer will be permitted if the enrollment of a grade level being requested exceeds the following:

Grade	School	Enrollment Limit
K-2	All Elementary Schools	Average 20 students per homeroom (80 students per grade level)
3-5	All Elementary Schools	Average 23 students per homeroom (92 students per grade level)
6-8	Middle School	Average 25 students per section in the core area subjects of social studies, mathematics, science, English
9-12	High School	Average 25 students per section in the core area subjects of social studies, mathematics, science, English

- E. No student accepted by the Elmwood Local Schools will be displaced should enrollment exceed the limits established in guideline D during the year of acceptance.
- F. The Elmwood Local Schools will not be required to institute any special needs programs, either low or high incidence, to serve potential transfer students. If a student is evaluated for special needs placement after he/she is accepted as an inter-district transfer student, representatives from the district of residence will be invited to participate in all evaluation team and placement meetings. The sending or home school district is ultimately responsible for ensuring that the special needs student is appropriately served in accordance with local, state, and federal mandates.
- G. When student enrollment has reached or exceeded 80% of capacity in district special needs programs, a qualifying student from another district will not be considered for an inter-district transfer request.
- H. Applicants may be rejected if the racial balance of either the sending or receiving district would be negatively impacted.
- I. The Elmwood Local School District will not accept responsibility for transportation of students from other school districts, unless deemed practical by the superintendent of schools.
- J. The Elmwood Local School District may deny enrollment to students who have been suspended or expelled for ten or more consecutive days in a current term, or the immediately preceding term.
- K. When a student wishes to attend the joint vocational school (Penta) serving the receiving district (Elmwood), the administration of the joint vocational school shall be contacted to ascertain the availability of the desired program before enrollment is granted.
- L. Ohio Athletic Association Eligibility Guidelines will be in effect for all inter-district open enrollment students.
- M. Preference will be given to those students and their families who were accepted during the previous school year.
- N. Students who reside in the Elmwood School District and move from the district during the course of the school year may apply to remain at Elmwood for the remainder of the current school year. Application will have to be made for the next school year to continue as open enrollment.