

Green Local School District Administrative Guidelines

5113 - INTER-DISTRICT OPEN ENROLLMENT

The Green Local Board of Education believes that students should, under certain prescribed circumstances, benefit from an inter-district open enrollment policy. Students from all other districts shall be eligible to attend Green Local under the inter-district open enrollment policy. Guidelines for the transfer of students, based upon criteria established by the school's administration and in conjunction with recommendations from officials of the Ohio Department of Education are listed below. These guidelines are intended to be consistent with Section 3319.98 of the Ohio Revised Code.

- A. Applications for students for inter-district transfer to Green Local will be accepted beginning March 1st of the school year just prior to the school year requested for attendance. Applications may be submitted to the office of the Superintendent between March 1st and March 31st of any year for consideration of the coming year. Kindergarten applications will be accepted from March 1st to the opening day of the coming school year. Exceptions to the deadline may be made only with the permission of the Superintendent. Applications will be dated as they are received, and this information will be a factor considered in the disposition of the request.

Notification to parents grades 1-12 as to whether the inter-district placement will be granted will occur between May 1st and May 15th preceding the school year placement requested. Parents will then have until May 31st to confirm or withdraw their request. Parents must give an affirmative response to notice of acceptance by May 31st or lose the attendance slot(s) for their child/children. Approval of kindergarten applications will be done, as class sizes are determined and no later than the opening of the coming school year. Kindergarten parents will be asked to confirm or withdraw their request by date stated in the notification letter. Notification at this time permits Green Local to assess the full potential impact of admission on its programs and services.

- B. All resident students (students entitled to attend school in the district) shall be given preference on any school placement. **No inter-district** transfer will be permitted without superintendent permission if the enrollment of the grade level being requested at the receiving district exceeds the following:

Grade	Transfer Threshold
K-4	23
5-8	25
9-12	Shall be established on a course-by-course class size limit as established by the building principal and the Superintendent
Special Education Classes	3 below the State maximum

- C. No student, once accepted, will be displaced during the school year of acceptance should enrollment exceed the limits stated above.
- D. Enrollment in a special program, e.g., gifted, learning disabled, developmentally handicapped, will dictate which building a student must attend, as units are placed in buildings according to space availability.
- E. The District will not institute any special education programs to serve transfer students. If a student is evaluated for placement in an existing special education program, representatives of the district of residence must be invited to participate in the placement meeting.
- F. All transfers are in effect only for the school year in which they are approved. Non-resident students must re-apply each year. All criteria for acceptance in this policy are in effect for students who reapply.
- G. Applicants shall be considered on a first-come, first-served basis with an assurance that native (home) students will not be displaced. Participants accepted in the current year will be given preference for the next year.
- H. Applicants may be rejected if the racial balance of either the sending or the receiving school district would be negatively impacted.
- I. The Green Local School District will accept no responsibility for the transportation of students to the other districts. The student or his/her family may provide transportation to an established bus stop within the Green Local School District for the purpose of the student being transported to school.
- J. The Green Local School District may deny enrollment to students who have been expelled or suspended for ten (10) or more consecutive days in the current term or the immediately preceding term.
- K. The Ohio High School Athletic Association rules will determine athletic eligibility. Questions concerning eligibility should be directed to the Association.

Ohio High School Athletic Association
4080 Roselea Place
Columbus, Ohio 43214
(614) 267-2502

- L. Students admitted shall meet **all** of Green Local's graduation requirements.
- M. Students and their parents may appeal to the Superintendent any rejection of admission. The Superintendent shall be the final authority in admitting or denying acceptance of transfer students.