

INTRADISTRICT OPEN ENROLLMENT

All students enrolled in the East Cleveland City School District are assigned to the school or special education program serving their attendance area. Students wishing to attend a school of choice must complete and submit an intradistrict enrollment request form in accordance with the following provisions:

- A. The Superintendent shall inform the general public and the parent(s) of each student enrolled in the District of the intradistrict open enrollment policy and application procedures.
- B. Application forms shall be available upon request in the office of the Superintendent.
- C. Application forms must be completed by the parent(s) and received in the office of the Superintendent, East Cleveland City School District, Board of Education Offices, (Behind Chambers Elementary School), 14305 Shaw Avenue, East Cleveland, OH 44112, at or during the times stated on the application. Applications will be processed in the order in which they are received (a first-come, first-serve basis). One application must be submitted for each student who requests an intradistrict transfer.
- D. Requests to be assigned to a District building or program, other than the one serving a student's attendance area, will be considered provided that:
 1. The number of students already assigned to the appropriate grade level and program has not violated class size limitations.
 2. Students who have been accepted from another attendance area who have been suspended or expelled will not be permitted to return to their home school during the time of the suspension or expulsion. Students must comply with the rules of the school in which they are enrolled. Failure to comply with the school rules the first month of enrollment will constitute a student's return to his or her home school.
- E. Students enrolled in a school building or living in any attendance area of the school building shall have preference over first-time applicants.
- F. To prevent any disruption of a student's education and to maintain continuity, students accepted for the purpose of school choice will remain in the new school for the entire school year. Exceptions to this may be considered with the approval of the Superintendent.

- G. The Superintendent shall notify principals and parents when applications are accepted. The Superintendent will grant no transfers, without special permission, after this date until the next open enrollment.
- H. Transportation of students transferred at parental request shall be the sole responsibility of their parents/guardians; however, existing bus routes may be utilized when convenient to assist parents in this process.
- I. Students receiving special education services will continue to be assigned to schools where the services specified in the student's individualized education program are available.
- J. Intradistrict requests shall have priority over interdistrict requests, where conflicts arise.

LEGAL REFS: O.R.C. §3313.97

Adopted: August 12, 2014