

### **INTRA-DISTRICT OPEN ENROLLMENT**

The Board will permit students to apply for attendance at their school of choice based upon criteria established in this policy. The special criteria for permitting students to attend their school of choice within the District include the following elements:

- A. Students living within the specific attendance area will not be excluded over an applicant outside the attendance area.
- B. This criteria cannot be used to create racial imbalance.
- C. Applications of students outside the building attendance area will be considered for attending the school of their choice, provided grade, building, and program balance can be maintained. The following criteria shall be used to facilitate that consideration:
  - 1. Kindergarten to second grade, twenty-three (23) students per class.
  - 2. Grades 3-4, twenty-five (25) students per class.
  - 3. Students living in the school attendance area and receiving Chapter I services may not be excluded over an applicant outside the attendance area.
  - 4. Students receiving special education services are required to attend the school within the District where services specified in the student's IEP are currently available.
  - 5. If IEP services are available, transfer request will be determined by space availability within a resource room placement, if applicable.
- D. The parent of each student must apply annually in writing to the office of pupil services for intra-district placement.
- E. The office of pupil services will notify the Superintendent with a recommendation for whether the request can or cannot be granted based upon the above criteria. The Superintendent will make the decision whether to grant or to deny the requested intra-district enrollment.
- F. The parents and the public must be notified by the District's administration of the intra-district open enrollment policy no later than March 30th for the following school year.

- G. Applications for intra-district transfer shall be submitted no later than April 30th for the next school year unless approved by the Superintendent or designee.
- H. All applications shall be considered according to date of application on a first-come, first-served basis. This notification will be provided no later than May 30th of each school year.
- I. The student, once reassigned, will remain in the school of choice for one (1) year. After one (1) year, the parents must notify the office of pupil service in writing if they wish to return to the home school. After one (1) year the parents may request a transfer to a different school. In the event the parents request a transfer, the following procedures will be followed:
  - 1. If the request is to transfer to another building of choice outside normal attendance area, the parents will follow the application procedure stated above.
  - 2. Under unusual circumstances, the Superintendent may reassign the student to another building within one (1) year if requested by the parents and when, in his/her opinion, such reassignment is deemed educationally necessary.
- J. Transportation for students attending the school of their choice, when that school is out of their attendance area, shall be the responsibility of the parent or guardian of the student unless the student can be picked up and dropped off at a stop without disruption to the regular transportation schedule. Students transported by parents in an untimely manner resulting in excessive tardiness or repeated delay in pick-up will be required to return to their resident District building.
- K. Students with discipline problems may be rejected for intra-district transfer if they have been suspended or expelled in the current term or the immediately preceding term. The final decision rests with the Superintendent.

LEGAL REFS: O.R.C. §3313.97(C)

Adopted: November 23, 2015

**NORDONIA HILLS CITY SCHOOL DISTRICT**

**Open Enrollment Intradistrict Application for School Year 20\_\_ - 20\_\_**

*(This application is for students wishing to move from one building to another within our school district.)*

Please return completed application to Nordonia Hills City School District, Office of Pupil Services, 9370 Olde Eight Road, Northfield, OH 44067. Requests will be acted upon by the Office and written notification will be sent by mail.

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Home Work

Mailing address of parent/guardian if different than above: \_\_\_\_\_

School building presently attending: \_\_\_\_\_

Student's grade level for the \_\_\_\_\_ school year: \_\_\_\_\_

Name of school building requested: \_\_\_\_\_

Is student enrolled in any special education or tutorial programs? \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Parent / Guardian

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**(For office use only)**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of official: \_\_\_\_\_

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*No student shall be denied admission to the Nordonia Hills City School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex, handicap, or any other basis of unlawful discrimination.*