

Miamisburg City Schools
Intra-district Open Enrollment Request

Date: _____

Student Name: _____ Date of Birth _____

Parent/Guardian Name: _____

Address: _____ Zip: _____

Home Phone: _____ Work Phone: _____

PLEASE CHECK THE CHOICE THAT APPLIES TO YOUR SITUATION:

_____ I am completing this application for open enrollment for the **UPCOMING** 20__-20__ school year. Our family **Currently** resides in the _____ (building) attendance area. I am requesting my child attend _____ (building) and will be in _____ (grade for upcoming year).

_____ I am completing this application for open enrollment for the **CURRENT** 20__-20__ school year. I am requesting my child attend _____ (building) for the remainder of the school year.

Transportation shall be the responsibility of the parent. If the student is determined to be habitually truant due to transportation difficulties, they may be asked to return to their neighborhood school as part of their Truancy Intervention Plan.

IF THIS APPLICATION IS APPROVED, YOUR CHILD WILL ATTEND THE REQUESTED SCHOOL FOR THE REMAINDER OF THE SCHOOL YEAR.

I understand approved applications are only good for one year and I will need to re-apply for an Intra-district Open Enrollment by June 15 for the next school year if I wish for my child to remain in the requested building.

Parent/Guardian Signature: _____

For Office Use Only

PARENT NOTIFICATION

Date: _____

Approved: _____ Rejected: _____

As stated in School Board Policy JECBD-R, grade level and program balance must be maintained. The following will be used to determine eligibility for intra-district open enrollment: Kindergarten – 20 students per class; Grades 1-5 – 23 students per class.

Director of Student Services Signature: _____

Date application received: _____

Time application received: _____

INTRADISTRICT OPEN ENROLLMENT

The Board believes that students should be permitted to attend their school of choice within the District. The Board will permit students to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria shall be consistent with State law and shall include:

1. Students assigned by attendance area to a specific school building will be given first priority.
2. Transfers may not create a racial imbalance.
3. Grade level and program balance must be maintained. The following will be used to determine eligibility for intradistrict open enrollment:
 - A. Kindergarten – 20 students per class
(When a request for intradistrict will take the school's student teacher ratio for kindergarten to 20.1 to 1 or above, that request shall be denied.)
 - B. Grades 1-5 – 23 students per class
(When a request for intradistrict will take the school's student teacher ratio for that grade level to 23.1 to 1 or above, that request shall be denied.)
4. With the exception of those requests approved prior to April 25, 2002, intradistrict transfer requests will be approved for one school year only. Annual re-application will be required. (Per previously adopted policy, intradistrict transfer requests approved prior to April 25, 2002 shall remain in effect for the remainder of the child's K-5 school career.)
5. Students receiving special education services are required to attend the school within the District where the services specified on the student's IEP are currently available.
6. The parent of each student must apply in writing to the building principal of choice for intradistrict placement NLT June 15 each year. The school principal will determine if the criteria for eligibility can be met. Each application will be date/time stamped upon receipt. Selection for consideration will be rank ordered by lottery from the applications received on/before the deadline.
7. The building principal of choice will provide the Director of Pupil Services recommendation for or against granting the intradistrict transfer request. In accordance with the above stated standards, the Director of Pupil Services will make the final decision whether to grant or to deny the intradistrict transfer request.
8. The Director of Pupil Services will notify the parents when action has been taken on their request.
9. Transportation shall be the responsibility of the parent. Bus transportation will be available from an existing stop that serves the requested school.

10. The student, once reassigned, will remain in the school of choice for that school year.
11. Once the school year has commenced, any elementary student who changes residence to another elementary attendance area may stay in their original elementary school.

(Approval date: October 21, 2004)