

## OPEN ENROLLMENT AT RICHMOND HEIGHTS

The Board of Education will permit students from other Ohio school districts to apply for open enrollment in the District's schools free of any tuition obligation, provided all procedures outlined in the administrative guidelines are met, including capacity limits by building, grade level, and educational programs.

Applications will be accepted from June 1, 2022 through June 15, 2022 only.

### PLEASE READ ALL INFORMATION CAREFULLY

#### **Timeline:**

##### ***June 1, 2022***

- Applications are available for open enrollment transfer requests for the 2022-2023 school year.

##### ***June 15, 2022***

- Application deadline closed for inter-district open enrollment. Parents requesting that their child begin the 2022-2023 school year must submit the application for open enrollment no later than midnight June 15, 2022.

##### ***July 31, 2022***

- All requests submitted by June 15 will be acted upon no later than July 31. Parents and superintendents of other Ohio districts will be notified of approvals.

***Within two weeks*** of approval, parents must sign and return the inter-district transfer acceptance form.

#### **Administrative Guidelines:**

1. RHLSD may deny open enrollment applications for students seeking pass-through opportunities such as Excel TECC or CCP.
2. Applications may be rejected for students that have been suspended or expelled for ten days or more during a semester or for students that have been convicted and/or ruled a delinquent.
3. High school students who are credit deficient may be denied enrollment.
4. Consideration for open enrollment is subject to building capacity and class or program size and limitations.
5. The number of openings for students from other Ohio districts will be determined by optimum size for a particular classroom/school building or grade level which is the number of students that can be accommodated without increasing District expenditures for staff, space or equipment.
6. Enrollment priority shall be given to resident native students, first and foremost. Resident native students of the District will not be displaced by open enrollment students under any circumstance.

7. Children of nonresident employees will be given the second order of priority.
8. Students who have siblings enrolled in the District will have the third order of priority.
9. The final priority will be done by lottery if necessary.
10. Students approved and enrolled in a school through open enrollment may continue in the District through all grades without reapplying.
11. Students that move out of the District during the school year must apply for open enrollment in order to remain in RHLSD. Attendance and discipline may have an impact on approval to stay.
12. The RHLSD does not provide transportation to open enrolled students.
13. The District shall not discriminate against any disabled students (IDEA or 504). The District shall not be required to provide any services or adapt any facilities not already provided to disabled resident native students.
14. Open enrolled students that participate in athletic programs governed by the Ohio High School Athletic Association (OHSAA) will be subject to the rules of OHSAA pertaining to eligibility.
15. All approved applications will require parents/guardians to complete and submit regular school enrollment information as listed in the General Enrollment Section.
16. The Open Enrollment Policy for the RHLSD will be reviewed annually by the Board to determine whether to adopt a resolution to continue the policy or to rescind Inter-District Open Enrollment in accordance with Ohio Revised Code 3313.97 and 3313.98.

**To apply, click on the Open Enrollment Application below**

Once you complete the form please print it and either turn it into Kathy Bendes in the Registrar's Office at the Board of Education or email your application to [bendes.kathy@richmondheightsschools.org](mailto:bendes.kathy@richmondheightsschools.org) anytime between June 1, 2022 through June 15, 2022.

You will be notified by July 31, 2022 to let you know if you are approved or not. PLEASE DO NOT REGISTER ONLINE UNTIL YOU ARE CONTACTED REGARDING YOUR APPROVAL.

**Click here to fill out the  
Open Enrollment Application**

