

Richmond Heights Local School District

2023-2024 Inter-District Open Enrollment Guidelines

447 Richmond Rd.
Richmond Heights, OH
44143

The Richmond Heights Board of Education will permit the enrollment of students who are residents of other school districts in Ohio. Students wishing to enroll in the Richmond Heights Local Schools may do so within the scope of the policies and regulations adopted by the Richmond Heights Local Schools Board of Education as pertaining to Policy 5113 - Inter-District Open Enrollment.

The following guidelines for the enrollment of students are based upon criteria established by the schools' administration in conjunction with the recommendations of the Ohio Department of Education. These guidelines are consistent with applicable sections of the Ohio Revised Code.

1. Beginning in May 2023, information will be provided upon request to parents in other districts about the open enrollment program.
2. The enrollment period for open enrollment is between **May 1, 2023** and **May 15, 2023 at 5:00 p.m.** (There are no exceptions)

Requests for **RETURNING** students in grades 1-12 will be notified of acceptance **by April 28, 2023** with parental acceptance **required by May 12, 2023** or the position will be forfeited.

Requests for **NEW** students in grades K-12 will be acted upon (approved or denied) **by June 1, 2023**, with parental acceptance of transfer and registration(online) completed within 15 days of notification. **Any applicant that has been notified of acceptance who does not complete the acceptance by signing the inter-district agreement and online registration within 15 days will forfeit his/her position.**

3. No new open enrollment will be permitted if the enrollment being requested exceeds the following:
 - Grade K: 60 per grade level
 - Grade 1: 60 per grade level
 - Grade 2: 60 per grade level
 - Grade 3: 60 per grade level
 - Grade 4: 60 per grade level
 - Grade 5: 60 per grade level
 - Grade 6: 60 per grade level
 - Grade 7: 75 per grade level
 - Grade 8: 75 per grade level
 - Grade 9: 75 per grade level
 - Grade 10: 75 per grade level
 - Grade 11: 75 per grade level
 - Grade 12: 75 per grade level

The Board reserves the right to reduce these capacities as necessary in cases of unusually low resident enrollment at a grade level(s).

4. The Board of Education is not required to institute any education program, including special education programs, to serve open enrollment students. Any student accepted into the inter-district open enrollment program who is a special education student shall be required to attend the school within the district where services specified in the student's IEP are currently available.
5. No student, once accepted by the Richmond Heights Local School Board of Education, will be displaced during that year due to enrollment exceeding the above stated limits. All approved enrollments are in effect for the current school year **only** and **may be discontinued at the discretion** of the participating board of education in subsequent years.
6. Applications shall be considered on a first-come, first-served basis (date/time of receipt) with an assurance that the following order for placement will be followed:
 - A. Students who have parents who are employees in the District
 - B. New student
7. Enrollment **will** be denied to students who have been suspended or expelled for 10 consecutive days in the current term or the immediately preceding term. (**All** documentation, inclusive of discipline, must be provided upon request and prior to enrollment)
8. Open enrollment shall be discontinued at the discretion of the Richmond Heights Local Schools Board of Education for:
 - Any infraction against the Student Code of Conduct
 - Violation of HB 410 (Truancy and Absenteeism)
9. Open enrolled students are required to re-register EVERY year before the start of school with their home district in order to verify ongoing residency in that district.
10. A yearly proof of residency in the form of a mortgage document, or lease agreement, and a basic utility bill (within the last 30 days) will be required by the district registration office.

ADDITIONAL REGULATIONS INCLUDE:

1. Athletics

It is the responsibility of each student who is accepted in the open enrollment program and who desires to participate in the interscholastic athletic competition to take all necessary steps and present evidence of such to the Superintendent that he/she has met all standards of the Ohio High School Athletic Association. Students will not be permitted to participate in practices until proper eligibility is determined.

2. Bus Transportation

The Richmond Heights Local Schools will NOT provide transportation to open enrolled students.

3. Graduation Credits

The Board will accept all credits toward graduation from enrolled students who are residents of the State of Ohio. Any student who expects to graduate from the Richmond Heights Local School District must meet all graduation requirements established in the policy by the Richmond Heights Local Schools Board of Education.

4. Provision of Information

In compliance with ORC 3313.98, the Richmond Heights Local Schools Board of Education will provide information regarding open enrollment policies and guidelines, upon request, to boards of education of any other school district or to the parent of any student in the State of Ohio.

5. Special Education Services

Pursuant to ORC 3313.98, the Board may deny enrollment of a special education student who is a resident of another school district in Ohio and who requires services, which are not available in the District.

6. Title I Services

Students living in the district and receiving Title I services may not be excluded by an applicant from another district.

7. Non-discrimination

In compliance with ORC 3313.98, the Board will enroll students without differentiation on the basis of academic, athletic, artistic, or extracurricular activity, or proficiency in English. No person on the basis of race, color, creed, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.



[Click here to fill out the Open Enrollment
Intent to Apply Form 2023-2024](#)