

HUNTINGTON LOCAL SCHOOL OPEN ENROLLMENT GUIDELINES

2023-2024



Huntington Local Schools

Interdistrict Open Enrollment

Guidelines

The Huntington Local Board of Education shall permit the enrollment of students from any Ohio school district in a school or program of the district, providing each enrollment is in accordance with laws and regulations of the state concerning interdistrict open enrollment, the provisions of Board policy, and the administrative guidelines established to implement board policy.

1. Any application for an interdistrict transfer must be submitted to the Superintendent's office beginning April 1st for the following school year. One application must be submitted for each student who requests an interdistrict transfer. Application forms are available in the Superintendent's office, and on the school website.
2. No interdistrict transfer will be permitted if the enrollment of the grade level being requested exceeds available openings as determined by Board policy and program capacity limits established by the Ohio Department of Education.
3. When the receiving district reviews the application they shall inform the student of the pre-requisites for each program or course of study in which enrollment is sought. No Ohio district student will be enrolled in a program or course of study who has not met the pre-requisites established for district students and tuition students. The administration will determine building assignment (elementary) and there is no guarantee that the building assignment will prevail on an annual basis. Enrollment levels will determine annual approval.
4. Open enrollment applications shall be revoked in reverse order of acceptance (last in, first out) if enrollment, at any time, of a new native student prior to the start of the school year, brings the enrollment of district students to optimum size. However, students who have begun the program shall be allowed to complete the semester or the school year.
5. Students in special programs, gifted, multi-handicapped, hearing handicapped, etc., may be rejected for interdistrict transfer if the services described in the student's IEP are not available in the receiving district's schools. Enrollment limits per special education units shall not be exceeded.
6. Other enrollment factors being equal, students will be accepted on the basis of the date and time of receipt of the application. Revocations of the application or transfers back to the student's home school will be in reverse order of date and time received.
7. The district shall not discriminate against any disabled students. The district shall not be required to provide any services or adapt any facilities not already provided disabled, resident native students. If an open enrolled student becomes disabled under section 504 or the staff finds out that an open enrolled student is in need of services in accordance with an IEP, it will provide appropriate services. The student, however, must agree to attend the district school at which the needed services are currently available. If any services must be obtained elsewhere, the superintendent shall notify the student's resident district to determine if it wants to arrange for the services or have the district arrange for them at the resident district's expense.

8. Huntington Local School will not be responsible for transportation of transfer students. If written request (form) is submitted to the superintendent, transfer students shall be picked up at an existing bus stop. Additionally, the transfer student's family shall be responsible for the monitoring of that student's safety and well-being while waiting for the bus to arrive in the morning and after being dropped off from the bus in the afternoon.
9. Applicants may be rejected if the racial balance of either the sending or the receiving school district would be negatively impacted.
10. Applications may be rejected if the student has been suspended or expelled for ten (10) or more consecutive days during the semester of application or the preceding semester.
11. Athletic eligibility for all open enrollment students will be determined by the regulations and provisions set forth by the Ohio High School Athletic Association and by local Board policy.
12. Once approved for enrollment, all rules, regulations, and policies of the Huntington Local School District shall apply to open enrollment students to the same extent they apply to native students.
13. The Huntington Local School District reserves the right to revoke the admission of any interdistrict open enrollment student who violates any provision of this policy.
14. The Huntington Local School District will not be accepting initial open enrollment applications after August 1st, with the exception of currently enrolled students whose residency changes during the course of the school year.

Huntington Local Schools
Interdistrict Open Enrollment
Time Lines

March 1 – March 31	Parental information distributed.
April 1	Applications become available for the following school year and must be submitted to the Superintendent's office by the deadline. <i>Expediency in this process is highly encouraged.</i>
August 1	Open enrollment applications must be received by this date, with the exception of currently enrolled students whose residency changes during the course of the school year.

2023-2024
Huntington Local School
Interdistrict Open Enrollment Application

Note: This application must be returned to the Superintendent's office of the intended district of enrollment. Please print all information. *One student per application. Please submit a separate application for each student.*

Name of School District/Building Requested: (choose one)		
___Huntington Elementary	___Huntington Middle School	___Huntington High School

STUDENT INFORMATION		
First Name:	Middle Name:	Last Name:
Date of Birth:	City of Birth:	Social Security #
Gender: (choose one) ___M ___F		Grade Level of Student for 2023-2024 School Year:
School district student is presently attending:		
Is student enrolled in any special education or tutorial program? ___Y ___N If yes, please explain (please attach I.E.P.) (for new students only)		
Has student been suspended or expelled during the 2022-2023 school year? ___Y ___N If yes, how many days? Reason:		

PARENT INFORMATION			
Parent/Guardian Name:		Mothers' Maiden Name:	
Street Address:			
City:	State:	Zip:	
School District of Residence :		Home Phone:	Work/Cell Phone:

SIGNATURE	
<i>I certify, by my signature, that the information presented above is accurate and understand that actions taken by the Huntington Local School District may be changed, if it is found that any of this information is inaccurate, misleading, or incomplete.</i>	
Signature of Parent or Guardian	Date

FOR OFFICE USE ONLY	
<div style="border: 1px solid black; padding: 5px;"><input type="checkbox"/> Reapplication (student was open enrolled to Huntington last year) <input type="checkbox"/> New application (first time request for open enrollment) <input type="checkbox"/> To complete current school year (child was a resident student who moved out of district after the start of the current 2023-2024 school year)</div>	Received by: _____ Date: _____
<div style="border: 1px solid black; padding: 5px;"><input type="checkbox"/> Approved <input type="checkbox"/> Rejected Reason(s):</div>	

Signature of Superintendent

Date

Huntington Local Schools
Interdistrict Open Enrollment
Transportation Request

Note: This form must be returned to the Superintendent and approved in advance of any transportation services.

Date:

Name of Student:		Grade for 2023-2024 School Year:	
Name of Parent/Guardian:			
Street Address:			
City:	State:	Zip:	
Home Phone:		Work/Other Phone:	
School District of Residence:			
Location of pick up point (existing bus stop) requested: (Note: please use the name of road, house number, student's name, etc., for identification purposes)			

FOR OFFICE USE ONLY

☐

Approved

☐

Rejected

Bus #:

Pick up time:_____A.M.

Bus Driver:

Return time:_____P.M.

Signature of Official

Date

PARENT AGREEMENT TO AN INTERDISTRICT
OPEN ENROLLMENT

I (we) have been properly informed that our student(s) is to be enrolled in Huntington Local School District and agree to the following conditions:

1. Student(s) may not be admitted or may need to be transferred back to his/her home school at the end of the semester or the school year, if the maximum number of enrollments in the classroom or program he/she is attending become filled by students of that school district or by tuition students.
2. If student(s) should require special education services or a reasonable accommodation for a Section 504 disability, he/she may be transferred to a special education unit within our cooperative, special needs agency, or back to the resident district.
3. Parent(s) shall provide the transportation for student(s) either to the school he/she will be attending or to a designated school bus stop within that school district.

Parent

Parent

Date

Dear Parent/Guardian:

Because guideline number 8 of the Open Enrollment Policy states that transportation for an open enrollment student is not the responsibility of the school, it is necessary that your signature be secured relieving the school of any liability after dropping your child off the bus. Since this bus stop is not at your residence, the school does not want to accept responsibility if no one is at the bus stop to pick up or supervise the child after getting off the bus.

If you have any questions, please call the superintendent, Mr. Ruby at (740) 663-5892. Please sign below and return to the school, along with the open enrollment application.

I/we do not hold Huntington Local School liable for the safety of my/our open enrollment student(s) after they are dropped off at the designated bus stop.

Signature(s)

Date