

Book	Administrative Guideline Manual
Section	5000 Students
Title	ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN-ENROLLMENT
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5113 - **ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN-ENROLLMENT**

When considering an application, the District shall not differentiate on the basis of academic, athletic, artistic, or extra-curricular activities.

When considering an application, the District shall endeavor to maintain an appropriate racial balance.

Application Procedure

One (1) application must be submitted for each student who requests an Inter-District Open Enrollment transfer.

Applications from students who have previously attended under Inter-District Open Enrollment, or their siblings, will be accepted between March 1st and May 15th of each school year. The decision to approve or reject an application shall be made prior to June 1st of each school year. Applications received after the May 15th deadline will be considered only to the extent space is available.

Applications from non-district students who are applying for the first time will be accepted between March 1st and May 31st of each school year. Applications received after the May 31st deadline will be considered only to the extent space is available. The decision to approve or reject an application shall be made prior to June 30th of each school year.

Kindergarten open enrollment acceptance will be decided by the end of the first full week of school.

Parents/guardians shall be contacted either in writing or via phone regarding the approval or denial of their child(ren)'s application(s) for (an) Inter-District Open Enrollment transfer(s).

Open enrollment applications will not be accepted after the start of the school year. The only exception to this rule may be for students who started the school year as residents of the District but have moved and are then considered non-district students. The Superintendent may provide other exceptions but only for extraordinary circumstances.

Non-district Superintendents shall be notified, in writing, when students from their district are approved for enrollment in the Northwestern Local School District under the Inter-District Open Enrollment policy.

The decision to accept or reject an application for an Inter-District Open Enrollment transfer shall be made in accordance with the following levels of priority:

- A. Native students residing in the Northwestern Local School District attendance area.
- B. Non-district students enrolled during the previous school year in the Northwestern Local School District.
- C. Siblings of non-district students previously enrolled under the Northwestern Local School District Inter-District Open Enrollment policy.
- D. Non-district students applying for inter-district open enrollment for the first time. (Note: A first-time applicant is any applicant who was not enrolled in the Northwestern Local School District in the previous year under its Inter-District Open Enrollment policy.)

Applications of nonresident students will be considered providing grade level, building, and program class size balances can be maintained. At the elementary level, building and program capacity will be determined by the number of available teachers and classroom space. The building capacity aspects of the guidelines will be reviewed annually and appropriate changes will be made if necessary. The District will continue to strive for the lowest student/teacher ratios possible at all levels, and in no case will such ratios exceed those established by the Ohio Department of Education.

Communication

Appropriate news releases shall be prepared in conjunction with the County Educational Service Center and submitted to the media in a timely manner. Brochures, flyers, or other literature explaining the Inter-District Open Enrollment policy shall be developed as needed.

Revised 4/15/02

Revised 3/04

Revised 8/31/04

Revised 11/18/10

Last Modified by Robin Dosser on March 12, 2019