

ADMISSION OF INTER-DISTRICT TRANSFER STUDENTS OPEN ENROLLMENT GUIDELINES

The West Geauga Board of Education will permit the enrollment of students who are residents of other school districts in Ohio to the West Geauga Local School District. Students wishing to enroll in the West Geauga Local Schools may do so within the scope of the policies and regulations adopted by the West Geauga Board of Education as pertaining to inter-district open enrollment.

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

1. Information will be provided upon request to parents in other districts about the inter-district enrollment program.
2. The enrollment period for inter-district transfers is between May 1 and May 31. Applications must be submitted to the superintendent's office no later than May 31. Requests will be acted upon (approved or denied) during June with parental acceptance of transfer on or before June 30. If grade, building, and program capacities have not been exceeded, enrollment privileges may be extended by the superintendent and/or designee until capacity has been met.
3. No inter-district transfer will be permitted if the enrollment of the grade level being requested exceeds the following:
 - A. Grades K – 3: 23 per class
 - B. Grades 4 – 6: 25 per class
 - C. Grades 7 – 12: Established on a course by course basis by the administration.
 - D. Grades 7 – 12: Shall not exceed 215 students.
 - E. Grades K – 12: Special education - eight less than state maximum.
4. No student, once accepted by the West Geauga Board of Education, will be displaced during that year should enrollment exceed the above stated limits. All approved transfers 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.
5. 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. West Geauga resident students will not be displaced.
 - B. Children of employees.
 - C. Special education students from those districts in the special education county consortium in which the West Geauga Local School District is a participant shall have priority over inter-district open enrollment applicants.
 - D. Students currently attending the West Geauga Local School District pursuant to the Inter-district Open Enrollment Policy.
 - E. Students who are members of the same family unit (brothers and sisters) of students who attend West Geauga Local School District pursuant to the Inter-district Open Enrollment Policy.
 - F. First-time open enrollment students.
6. 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.
7. The Board will deny the request for enrollment of a student who is a resident of the State of Ohio and who wishes to enroll in the district for the express purpose of attending a private school to which the district provides transportation.

8. Students who are enrolled in the district on the final day of the previous school year will receive enrollment preference over the first-time student applicants. In addition, children of West Geauga employees will receive enrollment preference over the first-time applicants.
9. Any student who is a resident of the State of Ohio and who returns to his/her district of residence prior to completing one full year in the district will forfeit the right to any further application for open enrollment in the West Geauga Local School District.
10. Open enrollment may be discontinued at the discretion of the West Geauga Board of Education.

Additional regulations include:

1. Athletics

It is the responsibility of each student who is accepted in the inter-district open enrollment program and who desires to participate in the inter-scholastic 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

West Geauga will assume no responsibility for the transportation of students nor will the district alter established school bus routes to accommodate inter-district 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 West Geauga Local School District must meet all graduation requirements established in the policy by the West Geauga Board of Education.

4. Provisions of Information

In compliance with ORC 3313.98, the West Geauga Board of Education will provide information regarding open enrollment policies and regulations to the superintendents and boards of education of contiguous school districts and, upon request, to the parents of students who reside in school districts in the State of Ohio.

5. Special Education Services

Pursuant to ORC 3313.98, the Board will 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. Students requiring special education services which are not offered in the district will be obligated to attend the school building where the services specified in the student's IEP are available and space is available to accommodate that special education student.

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, or disability will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program.

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WEST GEUGA LOCAL SCHOOLS**

1. One form is to be completed for each child to be enrolled.
2. Application for inter-district open enrollment must be submitted between May 1 and May 31.
3. Applications will be acted upon during June with parent acceptance on or before June 30.
4. All requests shall be returned to West Geauga Board of Education Office, 8615 Cedar Road, Chesterland, Ohio 44026.

Date: _____ Student SS#: _____

Name of Student: _____

Parent's/Guardian's Name: _____

Address: _____ Phone: _____

Present school district of residence: _____

School building presently attending: _____

Grade level of student for upcoming school year: _____

Is student enrolled in special education, Title I, or other program? _____

If yes, please explain: _____

My signature indicates that I have read the stipulations of the open enrollment plan and agree to abide by the procedures and policies that have been established.

Parent's/Guardian's Signature

Date

For Office Use Only:

Received by: _____ Date: _____ Time: _____

Approved: _____

Rejected: _____

Superintendent's Signature: _____

Reason(s): _____
