

2014-15 Intra-District Open Enrollment Administrative Regulations / Application Procedures

1. Parents requesting to have their children attend an alternative elementary school in the district for the 2014-15 school year must submit an application to the Superintendent's Office for this transfer between April 15th and May 15th of each calendar year.
2. Applicants shall be considered according to date of application on a first come, first served basis. However, resident students living in the attendance area of a school building shall be given preference over intra open enrollment applicants.
3. Applicants may be rejected for one or more of the following reasons as provided by Section 3313.97 of the Ohio Revised Code:
 - A. If grade level/course capacity reaches reasonable accepted limitations (grades K-4, average of 24 students)
 1. These limitations shall take into consideration the special education students being mainstreamed into regular classrooms.
 2. Administration reserves the right to add or reduce classrooms as dictated by enrollment to minimize busing of students from one elementary attendance area to another. These changes will be made prior to the processing of transfer requests.
 - B. If a student enrolled or living in the attendance area of a school building would have to be displaced.
 - C. If a student has been suspended or expelled for ten or more consecutive days during the school year in which the application has been made.
 - D. If minority balance of either the sending or receiving school would be negatively impacted, then the superintendent shall have individual discretion in this matter.
4. To maintain continuity of programs and prevent displacement of students from their elementary school of residence, students must remain in the new school the entire year. An application for transfer is approved for only one year.
5. Parents shall be notified by the superintendent of the application acceptance or denial by June 15th of each calendar year. No transfers will be granted after this date until the next open enrollment application period.
6. Transportation of students transferred at parental request shall be the sole responsibility of their parents/guardians; however, existing bus routes may be utilized when convenient to assist parents in this process.
7. Students receiving special education services will continue to be assigned to schools where the services specified in the student's individualized education program are available.

WEST BRANCH LOCAL SCHOOLS
Superintendent's Office
14277 Main Street
Beloit, OH 44609
PH: (330)938-9324
Fax: (330)938-6815



FOR OFFICE USE ONLY

Date Received: _____

Time Received: _____

**INTRA-DISTRICT OPEN ENROLLMENT APPLICATION
2014-15**

APPLICATIONS MUST BE RECEIVED BY 4:00 P.M. ON MAY 15TH

FOR WEST BRANCH RESIDENT ELEMENTARY USE ONLY

Student Name: _____
(First) (MI) (Last)

Parent/Guardian: _____

Address: _____
(Street) (City) (State) (Zip)

Phone: _____
(Home) (Work) (Cell)

Student's Date of Birth: _____ Grade Level for 2014-15: _____

West Branch resident building: Damascus Knox County of Residence: _____

West Branch building requested for 2014-15: Damascus Knox

Did this student participate in Intra Open Enrollment in 2013-14? Yes or No
If yes, what building did they attend: _____

The above information is true and accurate. False or inaccurate information will void this application.

Signature of Parent/Guardian: _____ Date: _____

FOR OFFICE USE ONLY:

Approved: _____
Assigned to: _____ at _____ for 2014-15 school year.
(Grade) (Building)

Not Approved: _____
Reason(s): _____

Signature of School Official: _____ Date: _____

No student shall be denied admission to the West Branch Local School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex, handicap or any other basis of unlawful discrimination. Please direct questions regarding open enrollment to Dr. Scott R. Weingart, Superintendent.