

## **2022-23 Inter-District Open Enrollment Administrative Regulations / Application Procedures**

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The West Branch Local Board of Education believes that students should, under certain prescribed circumstances, benefit from an inter-district open enrollment policy. Guidelines for the transfer of students from districts, based upon criteria established by the school's administration and in conjunction with recommendations from officials of the Ohio Department of Education, are listed below. These guidelines are intended to be consistent with Section 3319.98 of the Ohio Revised Code.

1. All application(s) for inter-district open enrollment for the 2022-23 school year must be submitted to the Superintendent's Office of the West Branch Local School District between April 15th and May 16th. Applications will be acted upon by June 15th.
2. All approved transfers are in effect for the 2022-23 school year only.
3. No inter-district transfer will be permitted if the enrollment of the grade level being requested at the receiving building exceeds the following:

K-8	25 per classroom
9-12	Shall be established on a course by course basis
4. No student, once accepted, will be displaced should enrollment exceed the limits stated above during that school year.
5. Enrollment in a special program (e.g., gifted, learning disabilities) will dictate which building a student must attend as units are placed in buildings according to space availability.
6. School districts are not required to institute any new special education programs to serve transfer students. In a special education setting, the Federal Government prescribes a specific student to teacher ratio which must not be exceeded. Resident students are given first priority. If a student is evaluated for placement in a special education program, representatives of the district of residence must be invited to participate in the placement meeting.
7. Students previously enrolled under open enrollment will be given first consideration. All new inter-district open enrollment applications will be on a first-come, first-served basis.
8. Applicants may be rejected if the racial balance of either the sending or the receiving school district would be negatively impacted.
9. Open enrollment students are not eligible for transportation by West Branch Local Schools.
10. The West Branch Local School District may deny enrollment to students who have been expelled or suspended for ten (10) or more consecutive days in the current term or the immediately preceding term.
11. **All applicants must be registered in their "district of residence" in order for their application to be considered.**