

OTTAWA-GLANDORF SCHOOLS

INTER-DISTRICT OPEN ENROLLMENT APPLICATION

School Year _____

STUDENT INFORMATION

Name of Student _____

Social Security Number _____ Date of Birth _____

Grade Level * _____ School Building Requested _____

* If kindergarten, where will student attend grades 1-8? _____

* If high school and you have not registered, please list courses desired _____

* If enrolled in special education or tutorial program, please list _____

Has the student been suspended or expelled for ten (10) consecutive days or more during the current semester or preceding semester? _____ Yes _____ No

PARENT INFORMATION

Parent/Guardian Name(s) _____

Address _____

City/State/Zip _____

School District of Residence _____

Home Phone _____ Work Phone _____

Please list e-mail address if you wish to receive notification by e-mail _____

Are you the legal guardian/custodial parent of the student applying for open enrollment? _____ Yes _____ No

I have read and agree to the conditions of the Ottawa-Glandorf Schools Administrative Guidelines.

Parent/Guardian Signature _____ Date _____

THIS SECTION IS TO BE COMPLETED BY OTTAWA-GLANDORF SCHOOLS.

APPROVAL

Date Paperwork Received _____

APPROVED _____ DENIED _____

Superintendent Signature _____ Date _____

Date Notification Sent to Parents _____ Mail _____ e-Mail _____

Date Sent to Home School _____ Date Sent to County Office _____

Please submit this form to Ottawa-Glandorf Schools, Administrative Offices, 630 Glendale, Ottawa, OH 45875.
Please call 419-523-5261 with any questions pertaining to open enrollment.

OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT ADMINISTRATIVE GUIDELINES

ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN ENROLLMENT

- A. The number of openings in a particular program for students from other districts will be determined by optimum size for a particular program or classroom which is the number of students that can be accommodated without increasing District expenditures for staff or equipment.
- B. Applications for admission from students from other districts may be submitted to the Superintendent in this District or to the student's principal in his/her home school. If the application is submitted to the home-school principal, s/he is to refer it to Superintendent in this District.
- C. Applications from students from other districts will not be considered until June 1st.
- D. Applications from tuition students shall be given priority over applications from students from other districts.
- E. When a student from another district or his/her home-school requests an application, s/he is to be informed of the prerequisites for each program or course of study in which enrollment is sought. No student from another district will be enrolled in a program or course of study who has not met the prerequisites established for District students and tuition students.
- F. The applications of students from other districts shall be revoked in reverse order of acceptance (last in-first out) if enrollment, at any time prior to the start of the school year, of a new home-school student or an application from a tuition student, brings the enrollment of District students to optimum size. However, students from other districts who have begun the program shall be allowed to complete the semester or the school year.
- G. Applications from students from other districts who have an I.E.P. shall not be considered if the District is not currently providing the services called for in the I.E.P. and the program of services already has exceeded its capacity.
- H. Other enrollment factors being equal, students from other districts will be accepted on the basis of the date of receipt of the application. Revocations of application or transfers back to the students' home schools will be in reverse order of date received.
- I. The parents of the student from another district as well as the principal of his/her home school will be notified, of their acceptance by the Superintendent.
- J. The District shall not discriminate against any disabled students (IDEA or 504). The District shall not be required to provide any services or adapt any facilities not already provided disabled, resident native students. If a student from another district becomes disabled under Section 504 or the staff finds out that a student from another district is in need of services in accordance with an I.E.P., 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 other district to determine if it wants to arrange for the services or have the District arrange for them at the other district's expense.
- K. Enrollment in a program or school shall be subject to an agreement that transportation of the student from another district to the school or to a scheduled in-District bus stop is provided for by the student, his/her parents, or the other district. Exceptions to this requirement may need to be made for disabled students.
- L. Applications from students from other districts may be rejected if the racial balance of the other district or this District's program, classroom, or school would be negatively impacted, as defined in Policy 5113.
- M. Applications from students from other districts may also be rejected if the student has been suspended or expelled for ten (10) consecutive days or more during the semester of application or the preceding semester.