

# Ashland City Schools

1407 Claremont Ave./P.O. Box 160, Ashland, Ohio 44805

## INTERDISTRICT OPEN ENROLLMENT GUIDELINES

(Adopted by the Ashland City Board of Education February 22, 2001)

1. Any application for interdistrict open enrollment involving a student who is a resident of another Ohio school district **must be submitted by mail, on an official Open Enrollment Form**, to Ashland City Schools between **April 1 and May 1**. Applications postmarked prior to April 1 or after May 1 **will not be considered**. Applications will be acted upon by June 15. Parents must indicate acceptance of open enrollment on or before June 20. **One application must be submitted for each student who is requesting an interdistrict transfer**. Applications submitted after the deadline may be considered by the superintendent if a special need exists.
2. Once a student is accepted for interdistrict open enrollment they will maintain their priority (seniority) within their grade level class.\*

\* Dependent on student compliance with #10 in these guidelines.

3. No interdistrict open enrollment will be permitted if the Ashland City School District enrollment of the grade level or special program being requested exceeds the following:

<u>Grade</u>	<u>Enrollment</u>
K & 1	23*
2	24*
3	25*
4 – 5	27*
6, 7 & 8	850 (AMS)
9 – 12	1300 (AHS)

\* Denotes maximum per section established district-wide.

**(The Superintendent reserves the right to increase the number of eligible Interdistrict Open Enrollment students within 3 weeks prior to the first day of school.)**

<u>Program</u>	<u>Enrollment</u>
CD & LD K – 8**	8
CD & LD 9 – 12**	12
MH & ED**	6

\*\* These programs require placement or staffing meetings and approval of the district.

4. No student, once accepted by the Ashland City School District, will be displaced during the school year should enrollment exceed the limits stated above. The administration will determine building assignments for elementary schools on a space-available basis, and there is no guarantee the building assignment will remain the same in subsequent years should the student continue to participate in the interdistrict open enrollment program.
5. Enrollment in a special program may dictate which building a student must attend. Ashland City is not required to institute any special education program or add any special education unit. If an interdistrict transfer student is evaluated for placement in a special education

classroom after the school year opens, representatives of the district of residence will be required to attend the placement meeting. If the student is subsequently placed in an Ashland City unit, the student's placement for the following year will be subject to the requirements of these guidelines during the re-application process in the spring.

6. **All non-resident students must re-apply for the interdistrict open enrollment program each year.**
7. Applicants will be considered on a first come, first serve basis, as determined by the **date of postmark** on the envelope containing the formal application. **Applications that do not arrive by mail will be rejected. All questions on the application must be answered.**
8. The Ashland City School district will accept no responsibility for the transportation of its resident students to other districts under the interdistrict transfer program.
9. The Ashland City School District will not transport interdistrict open enrollment students from other districts accepted into its school under this program unless the parent or guardian of such a student requests transportation within the bounds of Ashland City School District, with pick-up and drop-off points only at regular school bus stops so designated in accordance with the district's transportation policy. Special circumstances that require exceptions to this for handicapped students, and that are so noted on the student's IEP, will be handled on a case-by-case basis.
10. The Ashland City School District may deny enrollment to the following:
  - a. Students who have been suspended or expelled for ten consecutive days in the current semester or the immediately preceding one;
  - b. Students who are credit deficient and are not on target for graduation;
  - c. Students whose applications are not complete or contain false information;
  - d. Students who require special programming required by their IEP and which is not available in the district;
  - e. Students who have not paid their school fees by the end of the first grading period.
11. The implementation of the procedures described herein shall give priority to native students (those who reside in the Ashland City School District) in all cases, and shall give previously enrolled interdistrict open enrollment students preference over first-time applicants, except in cases where the district may legitimately deny enrollment upon the re-application of previously enrolled students.
12. The superintendent of a home school district from which a student transfers into the Ashland City School district under this program shall be notified of the student's acceptance.

#### QUESTIONS????

Visit our webpage at [ashlandcityschools.org](http://ashlandcityschools.org)

OR

Call, write or email: Ashland City Schools  
Janel Barr, EMIS Coordinator  
P.O. Box 160/1407 Claremont Ave  
Ashland, Ohio 44805  
(419) 289-1117 ext. 2241  
[jabarr@goarrows.org](mailto:jabarr@goarrows.org)

Placed \_\_\_\_\_

**ASHLAND CITY SCHOOLS**

**2021/2022 INTERDISTRICT OPEN ENROLLMENT APPLICATION**

**\*\* ALL STUDENTS MUST ENROLL IN THEIR RESIDENT DISTRICTS TO PARTICIPATE IN THIS PROGRAM \*\***

School district of residence \_\_\_\_\_ Date of enrollment in resident district \_\_\_\_\_

Student Name \_\_\_\_\_  
FIRST MIDDLE LAST

Address \_\_\_\_\_ Grade for 21/22 \_\_\_\_\_  
Street City Zip

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender \_\_\_\_\_ Race \_\_\_\_\_ Phone \_\_\_\_\_

Birthplace \_\_\_\_\_  
As it appears on birth certificate

Student's **current** district and building of attendance \_\_\_\_\_

Does the student have an IEP for special education? \_\_\_\_\_ What services are received? \_\_\_\_\_

Please list any special needs: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Relationship \_\_\_\_\_

Total number of days suspended or expelled this semester \_\_\_\_\_ Last semester \_\_\_\_\_

**HIGH SCHOOL & MIDDLE SCHOOL students should list desired classes or vocational programs, K-3 students should list the preferred building:**

**Reasons for choosing Ashland City Schools:**

**Please attach a copy of the student's birth certificate, immunization record, official transcript or grade card, and proof of residency (utility bill, rental or purchase agreement). A current IEP or parental custody papers must also be included if applicable. This application will not be processed without the appropriate documents. If your child attended Ashland schools last year, you do not need to provide these documents again. Please check "Already on File". Requests will be acted upon not later than June 15th.**

The required documents are: Attached \_\_\_\_\_ Already on File \_\_\_\_\_

**This application must be SUBMITTED BY MAIL AND POSTMARKED BETWEEN APRIL 1, 2021 AND MAY 1, 2021. APPLICATIONS POSTMARKED AFTER MAY 1<sup>ST</sup> WILL NOT BE ACCEPTED. Please mail to:**

**Open Enrollment Office, Ashland City Schools, P.O. Box 160, Ashland, OH 44805**

I have read the guidelines of the interdistrict open enrollment plan and agree to abide by the procedures and policies that have been established.

\_\_\_\_\_  
Signature of Parent/Guardian Date

Office use only

SSID # \_\_\_\_\_ Effective Date \_\_\_\_\_