



Effective Date: _____

2019-2020

SSID #: _____

Northwestern Local Schools

IRN# 046268

OPEN ENROLLMENT APPLICATION

New to District

Former Resident

New to OE

Please complete and return this application to the Northwestern Local Schools Board of Education office located at 5610 Troy Road, Springfield, OH 45502

Student Information (Please Print)

Name: First _____ Middle _____ Last _____

Male Female DOB _____ Birth City: _____

Address: _____ Has address changed from last year? Yes No

City, State: _____ Zip: _____ Phone: _____

Parent(s)/Guardian _____

The following information is required to be reported by the United States Department of Education

Is the student of Hispanic/Latino origin? Yes No

(Cuban, Mexican, Puerto Rican, South/Central American or other Spanish culture or origin regardless of race)

At least one race must be chosen. Definitions can be found on the back of this form.

White Black Asian Pacific Islander American Indian/Alaskan Native

NOTE: If ethnicity is not provided, district will use observer identification per state and federal regulations.

School Information (Please Print)

Grade for the 2019-2020 school year _____ District of Residence _____

Reason for Request: _____

Is the student's parent currently employed by Northwestern Local School District? Yes No

If open enrollment is due to a change to district of residence, please enter the date residency changed. _____

Yes No Are there siblings and/or other household members applying for OE also? Please list name & grade.

Yes No Does your student have a current IEP or need Special Education Services? If Yes, please explain.

Yes No Has the student been suspended from school more than ten(10) consecutive school days the previous or current school year?

Yes No Has the student had more than five (5) days of unexcused absence during the previous or current school year?

Yes No Is the student court or foster placed or have a court approved guardian?

Parent/Guardian Signature _____ Date _____

FOR OFFICE USE ONLY

Revised 3/8/2019

Received by: _____ Date: _____ Approved Denied-Reason: _____

Signature of Principal: _____ Date: _____

Signature of Superintendent: _____ Date: _____

Notice to Resident District: _____ Date: _____ Fax E-mail Mail

Copy to building office: _____ (date) Notice sent to parent/guardian: Y / N _____

Race Definitions

- W White** People who have origins in any of the original peoples of Europe, North Africa, or the Middle East.
- B Black or African American** Persons having origins in any of the black racial groups in Africa.
- A Asian** Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- I American Indian or Alaskan Native** Person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- P Native Hawaiian or Other Pacific Islander**

Northwestern Local Schools Board Policies Guidelines

Administrative Guideline

5113 - **ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN-ENROLLMENT**

When considering an application, the District shall not differentiate on the basis of academic, athletic, artistic, or extra-curricular activities.

When considering an application, the District shall endeavor to maintain an appropriate racial balance.

Application Procedure

One (1) application must be submitted for each student who requests an Inter-District Open Enrollment transfer.

Applications from students who have previously attended under Inter-District Open Enrollment, or their siblings, will be accepted between March 1st and May 15th of each school year. The decision to approve or reject an application shall be made prior to June 1st of each school year. Applications received after the May 15th deadline will be considered only to the extent space is available.

Applications from non-district students who are applying for the first time will be accepted between March 1st and May 31st of each school year. Applications received after the May 31st deadline will be considered only to the extent space is available. The decision to approve or reject an application shall be made prior to June 30th of each school year.

Kindergarten open enrollment acceptance will be decided upon by the end of the 1st full week of school.

Parents/guardians shall be contacted either in writing or via phone regarding the approval or denial of their child(ren)'s application(s) for (an) Inter-District Open Enrollment transfer(s).

Open enrollment applications will not be accepted after the start of the school year. The only exception to this rule may be for students who started the school year as residents of the district but have moved and are then considered non-district students. The Superintendent may provide other exceptions but only for extraordinary circumstances.

Non-district Superintendents shall be notified, in writing, when students from their District are approved for enrollment in the Northwestern Local School District under the Inter-District Open Enrollment policy.

The decision to accept or reject an application for an Inter-District Open Enrollment transfer shall be made in accordance with the following levels of priority:

- A. Native students residing in the Northwestern Local School District attendance area.
- B. Non-district students enrolled during the previous school year in the Northwestern Local School District.
- C. Siblings of non-district students previously enrolled under the Northwestern Local School District Inter-District Open Enrollment policy.
- D. Non-district students applying for inter-district open enrollment for the first time. (Note: A first time applicant is any applicant who was not enrolled in the Northwestern Local School District in the previous year under its Inter-District Open Enrollment policy.)

Applications of nonresident students will be considered providing grade level, building, and program class size balances can be maintained. At the elementary level, building and program capacity will be determined by the number of available teachers and classroom space. The building capacity aspects of the guidelines will be reviewed annually and appropriate changes will be made if necessary. The District will continue to strive for the lowest student/teacher ratios possible at all levels, and in no case will such ratios exceed those established by the Ohio Department of Education.

Communication

Appropriate news releases shall be prepared in conjunction with the County Educational Service Center and submitted to the media in a timely manner. Brochures, flyers, or other literature explaining the Inter-District Open Enrollment policy shall be developed as needed.