



LYNCHBURG-CLAY LOCAL SCHOOL DISTRICT
301 EAST PEARL STREET, P.O. BOX 515
LYNCHBURG, OH 45142

INTERDISTRICT OPEN ENROLLMENT APPLICATION
2019-2020

STUDENT NAME \_\_\_\_\_ S.S.# \_\_\_\_\_ DOB: \_\_\_\_\_
STUDENT CITY OF BIRTH \_\_\_\_\_ MOTHER'S MAIDEN NAME \_\_\_\_\_
PARENT/GUARDIAN NAME \_\_\_\_\_
ADDRESS (where student physically resides) \_\_\_\_\_
PROOF OF RESIDENCE ATTACHED \_\_\_\_ Yes \_\_\_\_ No (If no, application cannot be processed)
PHONE NUMBER \_\_\_\_\_ (Primary) \_\_\_\_\_ (Secondary)
PRESENT SCHOOL DISTRICT OF RESIDENCE \_\_\_\_\_
SCHOOL BUILDING PRESENTLY ATTENDING \_\_\_\_\_
GRADE LEVEL OF STUDENT IN 2019-2020 \_\_\_\_\_
IS STUDENT ENROLLED IN ANY SPECIAL EDUCATION OR TUTORIAL PROGRAMS? \_\_\_\_\_
IF YES, PLEASE EXPLAIN \_\_\_\_\_

IF STUDENT WILL BE IN GRADES 9-12, LIST ALL COURSES REQUESTED FOR 2019-2020.

- 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_
7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_

For High School students, please attach a copy of all prior course transcripts (high school credits) to this application. These transcripts will only be used to assist with scheduling high school classes.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICATIONS MUST BE RECEIVED AT SUPERINTENDENT'S OFFICE NO LATER THAN JULY 1, 2019. APPLICATIONS WILL BE ACTED UPON NO LATER THAN AUGUST 1, 2019.

(FOR OFFICE USE ONLY)

RECEIVED BY: \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

APPLICATION APPROVED \_\_\_\_\_ APPLICATION REJECTED \_\_\_\_\_ REASON(S) \_\_\_\_\_

SIGNATURE OF OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

No student shall be denied admission to the Lynchburg-Clay Local School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex, disability, or any other basis of unlawful discrimination.

Book	Administrative Guideline Manual
Section	5000 Students
Title	ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN-ENROLLMENT
Code	ag5113
Status	Active
Adopted	January 1, 2014

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

Each principal shall notify the Superintendent by June 30th of the programs and classrooms which have space available for students from another Ohio district.

Projected enrollment of resident-school students, applications from students from other Ohio districts in accordance with Policy 5113, and tuition students are to be determined by the Superintendent no later than July 1st.

#### **Application for Admission**

- A. The number of openings in a particular program for students from other Ohio districts will be determined by optimum size for a particular program, classroom/school building, or grade level which is the number of students that can be accommodated without increasing District expenditures for staff or equipment.
- B. Applications from students from other Ohio districts will not be considered until July 1st.
- C. Applications from tuition students and any adjacent district or other school district students previously enrolled under the provisions of this guideline or Board Policy 5113 shall be given priority over applications from new students from other Ohio districts.
- D. When a student from another Ohio 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 Ohio district will be enrolled in a program or course of study who has not met the prerequisites established for District students and tuition students.
- E. The final date for considering applications for students from other Ohio districts is July 1st. The applications of students from other Ohio 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.
- F. Applications from students from other Ohio 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.
- G. Other enrollment factors being equal, students from other Ohio 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.
- H. 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 Ohio district becomes disabled under Section 504 or the staff finds out that a student from another Ohio 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 Special Education Coordinator shall notify the other Ohio district to determine if it wants to arrange for the services or have the District arrange for them at the other Ohio district's expense.
- I. Enrollment in a program or school shall be subject to an agreement that transportation of the student from another Ohio district to the school or to a scheduled in-District bus stop is provided for by the student, his/her parents, or the other Ohio district. Exceptions to this requirement may need to be made for disabled students.

J. Applications from students from other Ohio 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.

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Last Modified by Robin Dossler on March 15, 2017

Book	Policy Manual
Section	5000 Students
Title	INTER-DISTRICT OPEN ENROLLMENT
Code	po5113
Status	
Adopted	July 23, 2012
Last Revised	March 27, 2019

### 5113 - **INTER-DISTRICT OPEN ENROLLMENT**

The Board of Education shall permit the enrollment of students from any Ohio district in a school or program of this District, provided each enrollment is in accordance with laws and regulations of the State concerning Inter-District Open Enrollment, the provisions of this policy, and the administrative guidelines established to implement this policy.

The following definitions shall apply:

#### **Home District**

The school district from which the student emanates.

#### **Open Enrollment**

State-mandated options, policies, and regulations concerning the Board's authority to adopt resolutions regarding intra-district and inter-district enrollment policies and guidelines. Inter-district open enrollment permits the admission of students to this District from adjacent districts or any other district in Ohio.

#### **District Student**

A student who resides in this District and is referred to in the statute as a Resident Native Student.

#### **Other-District**

Any school district in Ohio.

#### **Other-District Student**

A resident student of any other district who enrolls, or seeks to enroll, in this District.

#### **Tuition Student**

A nonresident student who is enrolled in this District on a tuition basis.

#### **Program**

Any one of the specific course offerings of this District.

#### **Program Size**

The restrictions on a number of students in a program due to circumstances unique to that specific program and/or financial or operating conditions of the District.

#### **Racial Balance**

"Racial" refers to minorities classified as African-American, Asian-American, Hispanic-American, or Native-American students. "Balance" refers to the percentage of "racial" students in a District program, classroom, or school.

## **Racially Isolated Building**

A racially isolated building refers to a School District building in which the racial composition of the students varies significantly from the overall composition of the School District.

## **Maintaining Appropriate Racial Balance**

Given our diverse society and the importance of preparing students for education, work, and citizenship, the Board is committed to providing students with equal educational opportunities, promoting educational diversity in the District, and providing students with the educational benefits of a diverse student body. To that end, the Board will give individual consideration to each applicant seeking enrollment under this policy, so that all factors that may contribute to student body diversity are meaningfully considered in admissions decisions. It is the intent of the Board to maintain an appropriate racial balance as required by law.

The Superintendent is directed to consult with legal counsel to determine the appropriate steps that should be taken, including, but not limited to, any necessary policy revisions and other actions necessary to comply with State and Federal law (i.e., to appropriately apply the requirements of maintaining appropriate racial balance to the racially isolated building(s) in the District). The Superintendent shall then make the appropriate recommendations to the Board.

The Superintendent shall prepare guidelines for the implementation of this policy in ways that comply with relevant State laws and guidelines and establish procedures that provide for the following:

- A. Nondiscrimination on the basis of grade level, including preschool disabled; academic ability; English language proficiency; or any level of artistic, athletic, or extra-curricular skills. A student's application cannot be denied because of disciplinary action in his/her home school, except for a suspension or expulsion for ten (10) consecutive days or more that occurs in the current semester, or the semester immediately preceding the application. If the District does not currently provide services required for a disabled, adjacent-district student, his/her application may be denied.
- B. No student shall be accepted in the Lynchburg-Clay Local School District under the Open Enrollment program who has accumulated five (5) days (or its equivalency of hours) or more unexcused absences during the previous year or during the current school year if applicable.
- C. Application procedures including the criteria by which applications from adjacent-district and other-district students shall be reviewed and prioritized. District students and any adjacent-district or other-school district students previously enrolled under the provisions of this policy shall be given priority.
- D. Maintenance of appropriate racial balance in District schools, classrooms, and programs.
- E. Communications with applicants and their parents concerning this policy and the District's guidelines, including the timelines for application and notification of acceptance or rejection.
- F. Athletic eligibility complies with State regulations and the provisions set forth by the Ohio High School Athletic Association.
- G. Any transportation provided by the District for an adjacent-district or other- district student takes place within established bus routes and bus stops within the District.
- H. Set District capacity limits by grade level, school building, and educational program.

The Board reserves the right to object to the Open Enrollment of a District student to another district in order to maintain an appropriate racial balance. If the Board of a student's home school district objects to a transfer of one of its students to this District for the same reason, this Board will deny the transfer unless the tuition fee is paid for the student.

This policy shall be reviewed annually by the Board to determine whether to adopt a resolution to continue the policy or to rescind Inter-District Open Enrollment. Additionally, the Superintendent shall annually review the level of diversity existing within the District's programs, grades and/or schools to assess whether the application of this policy has resulted in an adverse effect on racial balance. As a part of his/her review, the Superintendent will be responsible for determining whether there is a legal basis for the Board to use the "maintenance of appropriate racial balance" language of R.C. 3313.98. Should this review indicate that the racial balance in one or more of the District's programs, grades and/or schools has been adversely affected, the Superintendent shall consult with legal counsel to determine what, if any, appropriate steps should be taken, including, but not limited to, policy revisions or other actions necessary to comply with State and Federal law. The Board reserves the right to

modify the conditions under which Inter-District Open Enrollment would continue for any particular program, classroom, or school.

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Legal

R.C. 3313.98

Last Modified by Tom Durbin on April 1, 2019