

# OTTAWA-GLANDORF SCHOOLS

630 Glendale Avenue  
Ottawa, OH 45875

## INTER-DISTRICT OPEN ENROLLMENT APPLICATION

Revised 2-2016

### STUDENT INFORMATION

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

School Year \_\_\_\_\_ School Building Requested  Ottawa Elementary

Glandorf Elementary

Grave Level \* \_\_\_\_\_  Ottawa-Glandorf High School

\* If high school student, please check program of study.

#### Programs of Study

General

Vocational (*Millstream*)

College Preparatory

*Is student interested in College Credit Plus courses?*  Yes  No

*Is student interested in Project Lead the Way courses?*  Yes  No

\* Is student on an I.E.P. or enrolled in special education or a tutorial program?  Yes  No

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

Is student of hispanic/latino heritage?  Yes  No (*Please see back for further details.*)

Please select one or more of the following racial groups: (*Please see back for further details.*)

(W) White  (B) Black or African American  (A) Asian  
 (I) American Indian or Alaska Native  (P) Native Hawaiian or Other Pacific Islander

### PARENT INFORMATION

Custodial Parent/Guardian Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

School District of Residence \_\_\_\_\_

Landline Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

Does student reside with custodial parent/legal guardian?  Yes  No

By signing below you are giving permission for administrators from the resident school district and district where attendance is desired to exchange all information and records relating to your child.

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

Custodial Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### APPROVAL

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

Date Paperwork Received \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Notification Sent to Parents \_\_\_\_\_ Mail \_\_\_\_\_ e-Mail Home School \_\_\_\_\_

## IS STUDENT OF HISPANIC/LATINO HERITAGE?

This question is about ethnicity, not race. Hispanic/Latino means a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Data collection and reporting is required by USDOE.

## WHAT IS THE STUDENT'S RACE?

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

## ADMINISTRATIVE GUIDELINES

- 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.