

# OTTAWA-GLANDORF SCHOOLS

630 Glendale Avenue, Ottawa, OH 45875

## INTRA-DISTRICT OPEN ENROLLMENT APPLICATION

School Year: \_\_\_\_\_

Rev 10-2011

REQUEST

Name of Student \_\_\_\_\_

Grade Level \_\_\_\_\_ Building Requested \_\_\_\_\_

Is student of hispanic/latino heritage?  Yes  No *(Data collection and reporting is required by USDOE.)*

*(Hispanic/Latino means a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.)*

*The above question is about ethnicity, not race.  
No matter what you selected above, please answer the following regarding race.*

Please select one or more of the following racial groups:

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

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

Address \_\_\_\_\_

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

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

By signing below I understand that I am responsible for providing transportation to the school of attendance or to a scheduled bus stop within the home-school attendance area. Further, I am aware that the date this application is received will be used to determine the "first come, first served" status of my request.

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

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 \_\_\_\_\_

## **ADMINISTRATIVE GUIDELINES**

Each principal shall notify the Superintendent by May 1st of the programs and classrooms which have space available for non-home-school students and for tuition students

Projected enrollment of home-school students are to be determined by the Superintendent no later than May 1st.

### **Application for Admission**

- A. The number of openings in a particular program for non-home-school students 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 non-home-school students are to be submitted to the principal.
- C. When the parents of a non-home-school student 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 non-home-school student will be enrolled in a program or course of study who has not met the prerequisites established for home-school students.
- D. The final date for considering applications for non-home-school students is August 1st. Non-home-school students' applications, prior to enrollment, shall be revoked in reverse order of acceptance (last in-first out) if enrollment, at any time, of a new home-school student brings the enrollment of District students to optimum size.
- E. Other enrollment factors being equal, non-home-school students will be accepted on the basis of the date of receipt of the application. Revocations of application of non-home-school students' home schools will be in reverse order of date received (last in-first-out).
- F. The District shall not discriminate against any disabled, non-home-school student (IDEA or 504). If a non-home-school student becomes disabled under Section 504 or the staff finds out that a non-home-school student is in need of special education, appropriate services are to be provided, but not necessarily in the school of attendance. If reasonable accommodation cannot be made in the school of attendance, the parents must agree prior to enrollment that the student will attend the District school at which the needed services are currently available or reasonable accommodation can be provided.
- G. Enrollment in a program or school shall be subject to an agreement that transportation of the non-home-school student is provided for by the student or his/her parents to the school of attendance or to a scheduled bus stop within the home-school attendance area. Exceptions to this requirement may need to be made for disabled students.
- H. Applications from non-home-school students may be rejected if the racial balance of his/her home school or the program, classroom, or school would be negatively impacted, as defined in Policy 5113.01.
- I. Applications 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.
- J. The parents of the non-home-school student as well as the principal of his/her home school will be notified, of their acceptance by the principal no later than August 10th. If the student is not accepted, s/he is to be notified.