

## **GUIDELINES FOR INTERDISTRICT OPEN ENROLLMENT VAN WERT CITY SCHOOLS**

The Van Wert City School shall permit students from Ohio school districts to apply and enroll in the Van Wert City School District free from any tuition obligation, provided all regulations and procedures are met.

1. Applications for admittance may be picked up in the office of the Superintendent of the Van Wert City Schools.
2. One application must be submitted for each student who requests an interdistrict transfer.
3. Completed applications must be returned to the office of the Superintendent of Van Wert City Schools no later than May 1.
4. The Superintendent of the Van Wert City Schools will notify the parents/students of approval or denial no later than June 15.
5. The Superintendent of the Van Wert City Schools will make all placement of students to the appropriate building, grade level, and program.
6. Applicants shall be considered on a first come, first served basis. Van Wert City District students will not be displaced by applicants.
7. No student, once accepted by the Van Wert City District, will be displaced should enrollment exceed the limits.
8. No interdistrict transfers will be permitted if the enrollment of the grade level being requested at the Van Wert City District exceeds the following:
  - Kdg – 5<sup>th</sup> - per class enrollment limit determined by Superintendent
  - 6<sup>th</sup> - 12<sup>th</sup> - determined on a course-by-course basis
9. Van Wert City Schools will not institute any new educational programs nor hire any additional staff to accommodate transfer students.
10. All applicants, once accepted, will remain in the Van Wert City District for the duration of the school year.
11. Van Wert City Schools will accept no responsibility for the transportation of transfer students from other districts or their return to the home district; however, existing bus routes and bus stops may be used subject to the approval of the Superintendent.
12. Van Wert City Schools will abide by the Ohio High School Athletic Association Aone transfer rule@.
13. The Van Wert City Schools will not deny any student the opportunity for open enrollment transfer due to race, nationality, religion, sex, or disability.

**INTERDISTRICT OPEN ENROLLMENT APPLICATION**

New Application \_\_\_\_\_ Today's Date \_\_\_\_\_  
Renewal \_\_\_\_\_

Student's Full Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Ethnic Origin \_\_\_\_\_ Sex \_\_\_\_\_

Birth City \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Parent/Guardian \_\_\_\_\_  
(Please Print)

Student's grade level for school year 2010-2011 \_\_\_\_\_

**Current school building your child attends** \_\_\_\_\_

If elementary - School Building you wish your child to attend:  
1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

**Reason for Open Enrollment Request** \_\_\_\_\_

<b>Sibling's Name</b>	<b>Grade 2010-2011</b>	<b>Building Attending</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**District of Residence** \_\_\_\_\_ **County of Residence** \_\_\_\_\_

Is student enrolled in any special education or tutorial programs? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**Applications MUST be returned to the Van Wert City School Superintendent's Office no later than May 1.**

Parent's Signature \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ Approved \_\_\_ Rejected \_\_\_ Signature of Official \_\_\_\_\_