

6.08 INTRADISTRICT OPEN ENROLLMENT GUIDELINES

All students enrolled in the Franklin Local School District are assigned to the school or special education program serving their attendance area. Students wishing to attend a school of choice must complete and submit an intradistrict enrollment request form in accordance with the following provisions:

- A. The Superintendent shall inform the parent(s) of each student enrolled in the District of the intradistrict open enrollment policy and application procedures.
- B. Application forms shall be available upon request in the office of the Superintendent.
- C. Application forms must be completed by the parent(s) and received in the office of the Superintendent, Franklin Local School District, P. O. Box 428, 360 Cedar Street, Duncan Falls, Ohio 43734 at or during the times stated on the application. Applications will be processed in the order in which they are received (a first-come, first-serve basis). One application must be submitted for each student who requests an intradistrict transfer.
- D. Requests to be assigned to a District building or program, other than the one serving a student's attendance area, will be honored provided that:
 - 1. The number of students already assigned to the appropriate grade level and program has not violated class size limitations.
 - 2. Students who have been accepted from another attendance area who have been suspended or expelled will not be permitted to return to their home school during the time of the suspension or expulsion. Students must comply with the rules of the school in which they are enrolled. Failure to comply with the school rules the first month of enrollment will constitute a student's return to his or her home school.
- E. Students previously enrolled from other attendance areas have preference over first-time applicants.
- F. To prevent any disruption of a student's education and to maintain continuity, students accepted for the purpose of school choice will remain in the new school for the entire school year. Exceptions to this may be considered with the approval of the Superintendent.
- G. The Superintendent shall notify parents of application acceptance or rejection by letter. The Superintendent will grant no transfers, without special permission, after this date until the next open enrollment.
- H. Transportation of students transferred at parental request shall be the sole responsibility of their parents/guardians; however, existing bus routes may be utilized when convenient to assist parents in this process.

I. Students receiving special education services will continue to be assigned to schools where the services specified in the student's individualized education program are available.

J. Intradistrict requests shall have priority over interdistrict requests, where conflicts arise.

K. A student may permanently transfer to a school of choice so that the student's parents or legal custodian need not reapply annually for permission to attend that school.

FRANKLIN LOCAL SCHOOL DISTRICT

Open Enrollment

Intradistrict Application

Please return completed application to Franklin Local School District, Superintendent's Office, P.O. Box 428, 360 Cedar Street, Duncan Falls, OH 43734 before 4 PM (*date*). Requests will be acted upon by the Superintendent and written notification sent by mail by (*date*). If a student is accepted for open enrollment, parents must send a letter stating acceptance of transfer not later than 4 PM, (*date*). Failure to do so will void application.

Date: _____ Student SS# _____

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Name of Student: _____ Birth Date: _____

-

Parent/Guardian's Name: _____

-

Address: _____

Phone: _____
 Home Work

Mailing address of parent/guardian if different than above:

School presently attending:

-

Student's grade level for the _____ school year:

-

Name of school building
requested: _____

Is this a permanent transfer request (yes or no)? _____

Is student enrolled in any special education or tutorial programs? _____

-

If yes, please explain. _____

-

I hereby certify that the information provided above is accurate. I further understand that falsification of information may lead to a denial of application, or a termination of Intradistrict agreement at any time. I have read and agree to abide by the guidelines that have been established.

Signature of Parent / Guardian

(For office use only)

Received by: _____ Date: _____

Time: _____

Approved _____ Rejected _____ Date: _____

Comments:

Signature of official:

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

Board Approved August 16, 2011