

ADMISSION OF STUDENTS PARTICIPATING UNDER  
INTERDISTRICT OPEN ENROLLMENT  
(Administrative Guidelines)

Application Process

1. On or before May 1, the Superintendent shall inform the general public of the Interdistrict Open Enrollment policy and application procedures via the local media.
2. On or before May 20, each principal will notify the Superintendent of grade levels and/or programs, which have space available for students from another Ohio District.
3. Application forms will be available and accepted at the Three Rivers District Board of Education office.
4. Applications for admission from other Ohio districts may be submitted to the Superintendent from the first day in June up to the last Friday in June. Applications must be picked up and returned in person. No applications received by other methods will be accepted.
5. A separate application must be submitted for each student who requests an interdistrict transfer.
6. Applications shall be considered on a first-come, first-served basis (date/time of receipt) with an assurance that the following order for placement will be followed:
  - A. District resident students will not be displaced;
  - B. children of employees;
  - C. students who reside/attend the District and move after the start of a school year;
  - D. students currently attending the District pursuant to interdistrict open enrollment policy;
  - E. students who are members of the same family unit (brothers and sisters) of students who attend the District pursuant to interdistrict open enrollment policy;
  - F. students who reside with grandparents in the District or whose grandparents (who are District residents) are caregivers and
  - G. first-time open enrollment students.

7. Applications will be acted upon no later than August 10. Notification to applicant's parents and resident district Superintendent will be made within five working days of action being taken on the application. Parents will have five days in which to accept and must notify the District of their intent to enroll the student in Three Rivers Local Schools under interdistrict open enrollment. Failure to notify the District within the five-day period of time will result in this offer being withdrawn, thus allowing for other students to be considered for an available opening.
8. The Superintendent may waive the stated enrollment deadlines should extenuating circumstances exist. These applications will also be prioritized on a first-come basis.
9. If at any time prior to the start of the school year, the enrollment of a new Three Rivers District student brings a specific class or program enrollment to optimum size, the application of students from other Ohio districts shall be revoked in reverse order as listed in Item 6 above until the class size is reduced to the optimum class size again. However, students from other Ohio districts who have begun the school year shall be allowed to complete the school year.
10. Students who begin but choose not to complete the entire school year in the District and who return to their resident school district during the same school year will not be permitted to apply for interdistrict open enrollment status for the following school year.
11. Students whose applications are initially denied because of space limitations may request in writing to have their application placed on a waiting list. Such applications shall have priority over any interdistrict open enrollment applications, which might be filed following the standard application deadline. Applications from this waiting list will be processed in the same priority order outlined in Item 6 above. Applications on the waiting list will be kept until the following June 1.
12. Students who reside out of the state of Ohio are ineligible to apply for open enrollment.

#### Application Guidelines

1. Approval
  - 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 and equipment.

- B. When a student from another Ohio district requests an application, he/she 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.
- C. No interdistrict transfers will be permitted if the enrollment being requested exceeds the limits established by state/District regulations. At the time applications are submitted, applications in grades 7-12 must submit a list of courses being requested so that a determination can be made whether space is available for interdistrict open enrollment students. Additionally, the District must have available space and teachers for the applicant. An applicant will not be accepted if his/her acceptance shall exceed the building capacities and class size caps.
- D. Three Rivers resident students shall have priority to all programs, building and grade levels over interdistrict open enrollment applicants.
- E. There shall be no requirement of applicants regarding academic ability, athletic, artistic, or other extracurricular skill, or any requirement that applicants be proficient in the English language.

2. Application Rejection

- A. Applications from students from other Ohio districts may be rejected if the racial balance of the other Ohio district or this District's program, classroom, or school would be negatively impacted.
- B. Applications from students from other Ohio districts may also be rejected if the student has been suspended or expelled for 10 consecutive days or more during the semester the application is made or the preceding semester. In addition, no student shall be accepted under the interdistrict enrollment program who has been convicted or ruled a delinquent child for committing any of the crimes listed below:
  - 1) conveying deadly weapons or dangerous ordinance;
  - 2) possessing deadly weapons or dangerous ordinance;
  - 3) carrying a concealed weapon on school property, or at a school function;
  - 4) trafficking in drugs;
  - 5) murder or aggravated murder;
  - 6) voluntary or involuntary manslaughter;
  - 7) assault or aggravated assault;
  - 8) rape, gross sexual penetration or
  - 9) complicity in any of the offenses.

- C. The acceptance of interdistrict open enrollment of students is only for enrollment in a public school district. The Board will deny the request for enrollment of a student who wishes to enroll in the District for the expressed purpose of attending a private school/vocational school to which the District provides transportation.

3. Additional Guidelines

- A. 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 for 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 individualized educational plan, it will provide appropriated services. The students, 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 Ohio districts to determine if it wants to arrange for the services or have the District arrange for them at the other Ohio district's expense. A representative of the other Ohio district will be invited to participate in the placement meeting. Enrollment limits per special education shall not be exceeded.
- B. The District reserves the right to assign the student to a specific classroom or to specific/appropriate classes.
- C. Students must comply with the school rules of the District. Failure to comply with school rules may constitute a student's return to his/her home district.
- D. 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 students, his/her parents, or the other Ohio district if transportation is available.
- E. Students who have applied for or have been accepted in the interdistrict open enrollment program will have records that include the application, evidence of parental knowledge of the program's policies and guidelines, and evidence of notification of parents included in the student's file. Upon approval of a student's application, all school records for that student are to be forwarded to the school of attendance.
- F. If inaccurate or omission of information is discovered through the application process, then application may be rejected and student will be withdrawn to his/her home district.

- G. In compliance with Ohio Revised Code 3313.98, the Board will accept all previously earned credits toward graduation from enrolled students who are residents of any school district in the state of Ohio.
- H. Any student who expects to graduate from Taylor High School must meet all graduation requirements established in policy by the Board.
- I. Grade point averages of students who are accepted as interdistrict open enrollment students must be calculated on the District's grading scale. If the student's resident district school is utilizing a different grading scale, the student's grade point average will be adjusted to the District scale by methods typically used with transfer students.
- J. Ohio High School Athletic Association (OHSAA) athletic eligibility guidelines and District athletic policies will be in effect for students in grades 7-12. It is the responsibility of each student/parent who is accepted into the interdistrict open enrollment program and who desires to participate in interscholastic athletic competition to take all necessary steps and present evidence of such to the Superintendent that they have met all standard/eligibility criteria of the OHSAA. Any enrolled interdistrict students who are eligible to participate in interscholastic athletics and have been released by their home district are to be informed they could lose their eligibility for an entire year if or when they return to the home district. Students and parents are encouraged to become aware of and consider the OHSAA athletic eligibility guidelines before making application for interdistrict open enrollment.
- K. Any student/parent who ceases to reside in an eligible Ohio district during the school year (enrolled pursuant to this interdistrict open enrollment policy) shall forfeit his/her right to attend Three Rivers School District unless the parents move into another Ohio qualifying school district. If the parents fail to do so, the child shall be permitted to complete the school year upon payment of tuition prorated for the time remaining in the school year. Otherwise, the child shall be immediately withdrawn from school.

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