

# **CELINA CITY SCHOOLS**

## **INTER-DISTRICT OPEN ENROLLMENT PROGRAM 2018-19 SCHOOL YEAR**

An informational packet for those living outside the school district  
requesting to attend the Celina City Schools.

**Enclosures:**

Board Policy

Parent Information Sheet

Open Enrollment Application

Celina City Schools, 585 E. Livingston Street, Celina, OH 45822

## POLICY

5113

### ADMISSION OF INTER-DISTRICT TRANSFER STUDENTS

The Board permits any student from any other district in the state to apply and enroll in the District schools free of any tuition obligation, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

1. application procedures, including deadlines for application and notification to students or acceptance or rejection and the superintendents of other districts whenever district's student's application is approved;
2. procedures for admission;
3. District capacity limits by grade level, school building, and educational program are determined;
4. resident students and previously enrolled district students have preference over first-time applicants;
5. no requirements of academic, athletic, artistic, or any other skill or proficiency;
6. no limitations on admitting students with disabilities, unless service required in an IEP are not available in the district;
7. no requirement that the student be proficient in the English language;
8. no rejection of any applying student because the student had been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by another district for 10 consecutive days or more in the term of which admission sought or in the term immediately preceding the term for which admission is sought and;
9. procedures to ensure maintenance of an appropriate racial balance in the District's schools.

The District cannot refuse to accept the credits earned by students who have participated in inter-district open enrollment; neither will the Board adopt a policy that discourages resident students from participating in inter-district open enrollment.

Students are ineligible for athletics for one year when they transfer from one school district to another without changing residency. There are exceptions to the ineligibility provisions contained in the Ohio High School Athletic Association Bylaws.

LEGAL REFS.: ORC 3313.97; 3313.98

Chapter 3327

OAC 3301-48-02

## CELINA CITY SCHOOL DISTRICT

### - Parent Information –

1. The application for inter-district enrollment must be submitted on the receiving school district's official Open Enrollment form.
2. Application must be submitted for each student separately.
3. Applicants should obtain the building principal's signature on the application form before submitting to the superintendent's office.
4. Acceptance of students is at the discretion of the superintendent in accordance with the district's policies and administrative regulations.
5. The Celina City School District is not responsible for transportation of students participation in Open Enrollment unless it is deemed practical and reasonable by the superintendent or designee.
6. Any falsification of information on the application form will render the application null and void.
7. Open enrollment applications will not be accepted once the school year begins, unless the applicant is currently attending the Celina City Schools.
8. Once your child is approved as an open enrollment student with the Celina City School District, parents **MUST** contact the school district of resident and provide enrollment information to that district.

### OPEN ENROLLMENT TIMELINE

Applications Available: Beginning **March 1, 2018**.

Application Cut-Off – No more applications accepted after **August 1, 2018** (unless the student is currently enrolled in the district.)

**CELINA CITY SCHOOLS  
OPEN ENROLLMENT APPLICATION  
(2018-2019 School Year)**



**APPLICATION DEADLINE: AUGUST 1, 2018**

**A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH STUDENT SEEKING OPEN ENROLLMENT**

Date \_\_\_\_\_ **Please complete each line of the application.**

School requested: (Circle one) High (9-12) Middle (7-8) Intermediate (5-6) Elementary (3-4) Primary (K-2)

Full name of student \_\_\_\_\_  
(As on birth certificate) (First) (Middle) (Last)

Student Social Security# \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Birth Place (City & State): \_\_\_\_\_ Ethnic (Race): \_\_\_\_\_ 2018-19 Grade Level \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
(Please print) (First) (Middle) (Last)

Parent/Guardian Name: \_\_\_\_\_  
(Please print) (First) (Middle) (Last)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

School District of Residence: **(student must be registered in home district)** \_\_\_\_\_

Requested District of Attendance: Celina City Schools District IRN 043729

Reason for transfer request: \_\_\_\_\_

Does your child currently attend Celina Schools through open enrollment? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does your child have special needs? \_\_\_\_\_ Is your child currently on an IEP? \_\_\_\_\_

Has your child been expelled or suspended from school? \_\_\_\_\_ Yes \_\_\_\_\_ No

Celina City Schools **will not** provide bus transportation for open enrollment students unless it is deemed practical and reasonable by the superintendent or designee. No new bus routes will be established.

A copy of Celina City Schools Open Enrollment Policy is available upon request. (Inter-district Policy #5113 and Intra-district Policy #5113.01)

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY**

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Signature of Principal** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Superintendent** \_\_\_\_\_

**Reason(s):** \_\_\_\_\_

\_\_\_\_\_