

Fairfield City School District**Intradistrict School Enrollment Policy**

The Fairfield Board of Education believes that whenever possible students should be permitted to attend their school of choice within the district. The board will permit students to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria shall be consistent with state law and shall include:

1. Application procedures, including deadlines for application and for notification of students and principals of alternative schools whenever a student's application is accepted. Only students wishing to attend another school need apply.
2. Procedures for admitting applicants to other schools including, but not limited to:
 - a) Establishing district capacity limits by classroom, school building and educational program;
 - b) Requiring students enrolled in a school building or living in the attendance area of the school building established by the superintendent or board be given preference over applicants;
 - c) Ensuring that an appropriate racial balance is maintained in the district schools;
 - d) Establishing that the student satisfies school residency requirements of ORC 3313.64.
3. Transportation will not be provided for non-handicapped students enrolled in alternate schools unless those students can be picked up and dropped off on the regular routes and bus stops of the alternate school.
4. The procedures for admitting applicants to alternate buildings cannot include:
 - a) Any requirement of athletic ability, or any level of athletic, artistic or other extra-curricular skill;
 - b) Any limitations on admitting handicapped students, except that the board may require a handicapped student to attend school where the services described in the student's Individualized Educational Program are available;
 - c) Any requirement that a student be proficient in the English language;
 - d) Any rejection of an applicant who has been subject to disciplinary proceedings, except that admission may be denied to any applicant who has been suspended for ten consecutive days or expelled in the term for which admission is sought or the immediately preceding term.

Legal References: ORC 3313.64

**Administrative Regulations
Intradistrict Open Enrollment**

State law mandates that district-wide open enrollment be provided for by boards of education. As a result, the Fairfield Board of Education has adopted an intradistrict open enrollment policy permitting students to apply for attendance at the school of their choice outside their assigned attendance area, based upon criteria established by the district administration.

Criteria will include:

1. **Building Capacity**

- A. To facilitate the establishment for elementary buildings, the following standards apply:
Grades K, 1 & 2 – 23 students; Grade 3 – 24 students; Grade 4 – 26 students
- B. No existing programs will be eliminated because of intradistrict open enrollment. No program will be moved to another building to accommodate students interested in transfer. If new programs need to be implemented or programs currently in place need to be expanded, the intradistrict open enrollment plan will be altered for the succeeding year.
- C. The building capacity aspect of the plan will be reviewed annually and appropriate changes will be made, if necessary.

2. **Racial Imbalance**

Transfer for open enrollment purposes may not create a racial imbalance. If minority balance of either the sending or receiving school would be negatively impacted, then the Superintendent shall have individual discretion in this matter.

3. **Student Selection**

- A. Only grades K-4 students who are legal residents in the Fairfield City School District are eligible for the intradistrict open enrollment plan.
- B. Student will be selected for building attendance according to these priorities:

Priority I Students who officially reside in the assigned attendance area. These students are termed “native” students. Native students may not be refused attendance in that school regardless of building capacity. Students who officially move into the assigned attendance area after **May 6** or during the school year may not be refused. Students who are attending in a building at the official request of the school district may not be refused.

Native students additionally include those students as defined by O.R.C. 3313.64.

Priority II Students whose assigned attendance area is another building and who have been approved for intradistrict transfer due to childcare needs.

Priority III Students who were approved for intradistrict transfer to the building of request in the current school year.

Priority IV Students whose assigned attendance area is another building and who have been accepted on a first-come, first-served basis for voluntary transfer under the open enrollment program.

Priority V Students who have applications on file. These students will be selected on the date of receipt of the application.

Priority VI Students who apply after the **May 6** deadline.

- C. Students receiving special education services are required to attend the school within the district where the services specified in the student's Individualized Education Program (IEP) are available.
- D. Students will not be considered for participation in the intradistrict open enrollment plan if the student has been suspended for ten consecutive days or expelled in the current term or the immediately preceding term.

4. **Application Process**

- A. The parent of each student seeking intradistrict transfer must apply by submission of a completed application form to the principal of the building of choice on or after **April 15**. Applications will be accepted on a first-come, first served basis. Students who apply after **May 6** will be placed in Priority VI.
- B. The building principal will determine if the criteria can be met. The principal of the school of choice will notify the superintendent with a recommendation as to whether the request can or cannot be granted based upon the above criteria. The superintendent or designee will make the decision whether to grant or deny the intradistrict enrollment transfer.
- C. Notification to parents as to whether the intradistrict placement is granted or denied will be the responsibility of the superintendent or designee. This notification will be given via mail. An application for transfer is approved for only one school year.
- D. Students who have been accepted for intradistrict open enrollment transfer will have placed in their student file folders all records regarding the intradistrict transfer, including application, evidence of parental meetings (if any) and evidence of notification of parents.

5. **During the School Year**

The student, once reassigned, will remain in the school of choice for at least one year. However, the building principal is authorized to revoke any intradistrict transfer as a result of attendance issues. Attendance issue is defined as seven unexcused tardies and/or absences in accordance with school board policy.

6. **At the Close of the School Year**

A student, once reassigned, will remain in the school of choice for at least one year. After one year, the child(ren) will be returned to the school of the assigned attendance area unless the parent submits a new application for a school other than the assigned school.

7. **Transportation of Students**

Transportation of students transferred at parental request shall be the sole responsibility of the parent/guardian; however, **existing bus routes** within the requested school's attendance area may be utilized when convenient to assist parents in this process.

Adopted by Fairfield Board of Education
April 6, 1993

**Fairfield City School District
Intradistrict Open Enrollment
Transfer Request**

The transfer of a student in the Fairfield School District out of his/her assigned attendance area shall be in accordance with the district's intradistrict open enrollment policy and regulations. The intradistrict open enrollment regulations are attached for your information. Please complete the following form and **return it to the attention of the principal of the building you desire your child(ren) to attend.** A decision will be reached on this application prior to the end of the current school year.

1. Parent/Guardian _____ Date ____ / ____ / ____
Address _____ Zip Code _____
Telephone _____
2. Child's Name for whom transfer is being requested _____
3. Brothers or sisters for whom transfer is requested on **separate** form:

4. Your child presently **resides** in **Central East North South West** elementary area.
(circle one)
5. Grade of child for **2011-2012** school year _____
6. Which elementary do you **wish** your child **to attend**? _____
7. Please state your reasons for requesting that your child be transferred: _____

8. If the request is made for purposes of childcare, please list name and address of daycare/sitter:

9. Have you contacted the building principal where your child currently attends?
YES _____ NO _____
10. Have you had a conference with the principal and teacher concerning the reason for your child being transferred? YES _____ NO _____

_____	_____
Date	Signature of Parent/Guardian
_____	_____
Date and Time Received	Signature of Principal

	Signature, Coordinator of Programs

_____ Accept Intradistrict Open Enrollment Transfer Request

_____ Unable to accept Reason: _____

PLEASE SUBMIT TO THE ATTENTION OF THE PRINCIPAL OF THE BUILDING OF CHOICE

Applications may be submitted no earlier than April 15, 2011. Applications submitted after May 6, 2011, will be Priority VI.