

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

The Fairfield City School District Board of Education 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 of acceptance or rejection and the Superintendents of other districts whenever another 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 services 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 has 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 for which admission is 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.

Fairfield City School District cannot refuse to accept the credits earned by students who have participated in interdistrict open enrollment, neither will the Board adopt a policy that discourages resident students from participating in interdistrict 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.

Adoption date:

LEGAL REFS.: ORC 3313.97; 3313.98
Chapter 3327
OAC 3301-48-02



**FAIRFIELD CITY SCHOOL DISTRICT
INTERDISTRICT OPEN ENROLLMENT APPLICATION**

Date _____ Grade Level for Upcoming School Year _____

Name of Student _____ Birthdate _____

Parent/Guardian's Name _____ Phone Number _____

Work Phone _____ Cell Phone _____

Address _____ City _____ Zip _____

Student's School District of Residence _____

List names of brothers and/or sisters (in grades K-12) of student listed above:

Name _____ Grade _____ Age _____

Name _____ Grade _____ Age _____

Name _____ Grade _____ Age _____

Does your child receive any special education services? Yes _____ No _____
(If yes, please check the following services your child is currently receiving.)

Title I Reading

504 Plan

Multiple Disabilities

Deaf-Blindness

Deafness (Hearing Impairment)

Visual Impairment

Speech/Language Impairment

Orthopedic Impairment

Emotional Disturbance (SBH)

Cognitive Disabilities

Specific Learning Disability

Preschoolers with a Disability

Autism

Traumatic Brain Injury

Other Health Impaired (major)

Other Health Impaired (minor)

Has this student been expelled or suspended from school? Yes _____ No _____

School Being Requested (Please check one) There is no guarantee of building choice; placement will be determined by class size.

Central Elementary (Gr.K-4)

East Elementary (Gr.K-4)

North Elementary (Gr.K-4)

South Elementary (Gr.K-4)

West Elementary (Gr.K-4)

Intermediate School (Gr. 5-6)

Middle School (Gr. 7-8)

Freshman School (Gr. 9)*

Senior High School (Gr. 10-12)*

**FOR HIGH SCHOOL STUDENT ONLY:*

**Number of current high school credits _____ (Transcript must be attached.)*

**High school courses or special classes requested (open enrollment transfer acceptance does NOT guarantee that every course requested will be available):*

Why do you want your child to attend Fairfield City Schools? (You may use back of this form.)

1. I understand the transportation requirement involved with this program. Yes ___ No ___
2. I understand the approval of my request will be for one school year only. Yes ___ No ___
3. I understand my child will remain at the school of choice the entire school year. Yes ___ No ___
4. I understand that an official current high school transcript must accompany this application if my child is applying for admittance to Fairfield Senior High School, grades 10-12. Yes ___ No ___
5. I understand the application form must be returned to the Board office no later than Friday, August 10, 2012. Yes ___ No ___
6. I have read the Board's policy on interdistrict open enrollment and agree to abide by the policies. Yes ___ No ___

I certify that all information contained in this application is true and complete, and I understand that the falsification of any of the above information will void this application and/or the enrollment of my child in the Fairfield City School District.

Signature of Parent/Guardian _____ Date _____

Office Use Only

Date Received _____ Time _____ Received by _____

Meeting Date _____ Meeting with _____

Approved _____ Rejected _____

Reason(s) _____

Superintendent's Signature _____ Date _____

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

Application Process

1. Applications must be submitted for interdistrict open enrollment on the official school district enrollment form and submitted in person.
2. A separate application form must be submitted for each student who requests an interdistrict transfer.
3. Approval of students for open enrollment is at the discretion of the superintendent in accordance with the district's policies and administrative regulations.
4. A transition meeting must be held with the Superintendent/designee, principal and the family.
5. No interdistrict transfer will be permitted if the enrollment of the grade level being requested exceeds district capacity limits and educational program limits.
6. Fairfield City School District will assume no responsibility for the transportation of students. Transportation may be provided by the district for open enrollment students if there is space available within established bus routes and bus stops in the district.
7. Outside the district applications shall be on a first come, first serve basis (date/time of receipt) with an assurance that the following order for placement will be followed:
 - a. Fairfield City School District resident students will not be displaced
 - b. Children of employees
 - c. Students who are members of the same family unit pursuant to Interdistrict Open Enrollment Policy.
8. Applications must be submitted annually beginning July 16, 2012 through August 10, 2012, and all approvals will be on an annual basis in accordance with the Interdistrict Open Enrollment Policy.
9. Students, who begin, but choose not to complete the entire school year at Fairfield City School District and who return to their resident school district during that same year will not be permitted to apply for interdistrict enrollment status for the following year.
10. Any student who expects to graduate from Fairfield City School District must meet all the graduation requirements established in policy by the Fairfield City School District.
11. Any falsification of information on the application form will render the application null and void.

The following criteria shall be used in determining space for additional students for interdistrict open enrollment.

1. No existing program will be expanded because of interdistrict open enrollment. No program will be moved to another building to accommodate students interested in transferring to Fairfield City Schools. No new programs will be added because of interdistrict enrollment.
2. 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. Application of students outside the building attendance area will be considered for attending the school of their choice provided grade, building and program balance can be maintained. The following criteria shall be used to facilitate and maintain this requirement:
 - a. Kindergarten – 22 per class
 - b. First grade – 23 per class
 - c. Second grade – 23 per class
 - d. Third grade – 24 per class
 - e. Fourth grade – 24 per class
4. Enrollment in grades 5-12 may be permissible if the superintendent or his designee notifies the family that there may be space and that they may meet with the school guidance counselor to work out an individual schedule. Enrollment in a particular class by an interdistrict student cannot cause that option to be closed to residents of the Fairfield City School District.
5. The building capacity will be reviewed annually and appropriate changes will be made, if necessary. The capacity numbers serve as a guide.

Evaluation

An annual evaluation of the impact of the Interdistrict Enrollment Policy will be completed by the superintendent including educational outcomes, costs and revenue.

Open Enrollment Timeline

Application Available: July 2, 2012 – Applications may be found on the district website (www.fairfieldcityschools.com) or at the district office. No phone calls or personal meetings will be accepted.

Application Acceptance: Applications will be accepted at the district office beginning July 16, 2012 from 8:00 AM – 4:00 PM.

Application Cut-off: Applications must be submitted to the Superintendent's office no later than August 10, 2012.

Application Approval: Applications will be acted upon (approval or denied) by August 15, 2012 with notification via letter from the Superintendent.

Issued:

Draft



**FAIRFIELD CITY SCHOOL DISTRICT
ACCEPTING APPLICATIONS FOR OPEN ENROLLMENT
July 16, 2012 – August 10, 2012
FOR THE 2012-2013 SCHOOL YEAR!**

Open enrollment applications available at the Board Office at 4641 Bach Lane or online at www.fairfieldcityschools.com

Applications must be submitted in person at the:
Superintendent's Office
4641 Bach Lane
Monday-Friday 8:00 A.M. – 4:00 P.M.

August 10, 2012: Application Cut-Off

Applications must be submitted to the Superintendent's Office no later than 4:00 P.M.

Application Process

1. Application approval: Request will be acted upon (approved or denied) by August 15, 2012 with notification via letter from the Superintendent.
2. Applications must be submitted for interdistrict open enrollment on the official school district open enrollment form and submitted in person.
3. A separate application form must be submitted for each student who requests an interdistrict transfer.
4. An official current high school transcript must accompany the application for all students applying for admittance to Fairfield Senior High School, grades 10-12.
5. Approval of students for open enrollment is at the discretion of the Superintendent in accordance with the district's policies and administrative regulations.
6. A transition meeting must be held with the superintendent/designee, principal and the family.
7. No interdistrict transfer will be permitted if the enrollment of the grade level being requested exceeds district capacity limits and educational program limits.
8. Fairfield City School District will assume no responsibility for the transportation of students. Transportation may be provided by the district for open enrollment students if there is space available within established bus routes and bus stops in the district.
9. Applications shall be on a first come, first serve basis (date/time of receipt) with an assurance that the following order for placement will be followed:
 - a. Fairfield resident students will not be displaced
 - b. Children of employees
 - c. Students who are members of the same family unit pursuant to Interdistrict Open Enrollment Policy

For more information, call 513-829-6300 or visit our website:
www.fairfieldcityschools.com



Fairfield City School District

OPEN ENROLLMENT

Questions and Answers

What is interdistrict open enrollment?

Interdistrict open enrollment is a policy that allows students from other school districts to enroll in Fairfield City School District. The Fairfield School Board passed this new policy at its _____ board meeting.

Why did the Fairfield Board of Education pass an open enrollment policy?

Revenue sources are limited and the district continually looks for ways to reduce costs and increase revenues. The State of Ohio will reimburse the district approximately \$5,700 for each student from outside of the school district who enrolls in Fairfield. More than 78% of the school districts in Ohio have this policy because of the additional revenue.

Will class sizes go up?

The district has guidelines for class size at each grade level. We will not exceed this number for open enrollment students. Currently, we have limited openings in each grade level at our elementary schools. Due to the variation in scheduling in grades 5-12, we will work with the building administrators to determine where there are openings. We will not increase the amount of teachers nor will we add or expand any special programs for open enrollment students. Enrollment in a particular class by an interdistrict student cannot cause that option to be closed to residents of the Fairfield City School District.

Who has priority for acceptance?

Applications are accepted beginning July 16, 2012, from 8:00 A.M. – 4:00 P.M. at our Board Office (4641 Bach Lane). The final cut off for applications is August 10, 2012, by 4:00 P.M. Applications will be received on a first come, first serve basis and a date and time will be stamped on each application. In addition, the following order for placement will be followed:

1. Fairfield City School District resident students will not be displaced
2. Children of employees
3. Students who are members of the same family unit pursuant to Interdistrict Open Enrollment Policy

How do I enroll my child in Fairfield?

Applications for open enrollment will be accepted July 16, 2012-August 10, 2012 for the 2012-2013 school year. Open enrollment applications will be available on July 2, 2012 at the Board Office (4641 Bach Lane) or online at www.fairfieldcityschools.com. Applications must be submitted in person at the Superintendent's Office, 4641 Bach Lane, Monday-Friday, 8:00 A.M. – 4:00 P.M. The application and details can be found on the open enrollment link on the website.

Can high school students transfer to Fairfield and play sports?

If a student enters the district in ninth grade, they are eligible to play high school athletics. After ninth grade, 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.

Will the district accept students with discipline problems?

Approval of students for open enrollment is at the discretion of the Superintendent in accordance with the district's policies and administrative regulations. A student's previous discipline problems will be a part of this decision for acceptance. A student who has been suspended for 10 days or expelled from a previous district will not be accepted.

Will the district provide busing for open enrollment students?

Fairfield City School District will assume no responsibility for the transportation of students. Transportation may be provided by the district for open enrollment students if there is space available within established bus routes and bus stops in the district.

What if the policy doesn't work?

An annual evaluation of the impact of the Interdistrict Enrollment Policy will be completed by the Superintendent including educational outcomes, costs and revenue. The policy can be revised or maintained based on this review.

How can I find out more?

For more information, call 513-829-6300 or visit the open enrollment feature on the homepage of our website at www.fairfieldcityschools.com.