

# Open Enrollment Application



**Canal Winchester**  
LOCAL SCHOOLS

**A separate application is required for each student**

**PLEASE PRINT**

Are you a Canal Winchester School Employee? Yes No

Student's Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
LAST FIRST MIDDLE

Name of Parent(s) or Guardian(s): \_\_\_\_\_

Street Address: \_\_\_\_\_  
House # & Street City Zip Code

Mailing Address: \_\_\_\_\_  
(Only if Different) PO Box or House # & Street City Zip Code

Please Check the Preferred Telephone #

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

School District of Residence: \_\_\_\_\_ Current School: \_\_\_\_\_

Grade Level of Student For Upcoming Year: \_\_\_\_\_ Birthdate: \_\_/\_\_/\_\_\_\_

Race of Student (Please check one)

Asian/Pacific Islander Hispanic Hispanic Multiracial Other  
White, Non-Hispanic Black, Non-Hispanic American Indian or Alaskan Native

Is this student currently receiving Special Education services? Yes No *(If yes, please attach a copy of the current IEP)*

Has the student been suspended or expelled *(this or previous semester)*? Yes No

Why would you like to attend Canal Winchester Schools?

***If open enrollment request is approved, transportation will be the responsibility of the parent or guardian.***

I have read the stipulation of the Inter-District Open Enrollment Policy on the attached sheet, and agree to abide by the procedures and regulations that have been established.

**SIGNATURE of Parent / Guardian**

**Date**

APPLICATION MUST BE RECEIVED BY THE SUPERINTENDENT OF  
CANAL WINCHESTER SCHOOLS **NO LATER THAN 3 P.M. ET ON MAY 31st.**

RECEIVED STAMP (office use ONLY)

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

# Canal Winchester Local School District

## Bylaws & Policies

### 5113 - INTER-DISTRICT OPEN ENROLLMENT

The Board of Education believes that a student should, under certain prescribed circumstances, benefit from an inter-district, open enrollment policy. Guidelines for the transfer of students from all other districts, based upon criteria established by the school administration, are listed below. The specific criteria for this program shall be consistent with R.C. 3313.64 or R.C. 3313.65.

- A. Any application for an interdistrict transfer must be submitted to the District Registrar between first and last business day of May each year for the following school year. Applications will be acted upon by July 31st. The Superintendent may accept late applications so long as grade level, school building, and program enrollment limits are not exceeded. One application must be submitted each year for each student who requests interdistrict transfer. Notice of approvals shall be provided to the Superintendent's office of the student's district of residence. The District reserves the right to assign the building.
- B. The Board will accept up to one hundred (100) open enrollment students each school year based upon the following criteria:
  1. Applicants for Open Enrollment shall be considered using the following admission priorities:
    - a. First preference will be given to the District's native students, as that term is defined in R.C. 3313.98(A)(2).
    - b. Second preference will be given to other district students, as that term is defined in R.C. 3313.98 (A)(11), who would have been eligible to attend the District tuition free as children of District employee's, under negotiated agreements and Board.
    - c. Third preference will be given to other students who were previously enrolled in the District.
    - d. Fourth preference will be given to "new" open enrollment applicants.
  2. Every effort will be made to accommodate building assignment requests provided, however, that the administration retains the right to determine building assignments.
  3. Open enrollment admissions are in effect for one (1) year. Open enrollment for subsequent years must be requested by applying on an annual basis. Every effort will be made to accommodate the re-admission of students in the following years.
  4. The Superintendent, or his/her designee, shall, on an annual basis, establish the District's capacity limits for open enrollment by grade level, school building, and education program.
  5. The Board of Education may elect to discontinue participation in the open enrollment program at the end of any school year.
- C. The Board of Education may deny acceptance if a student requires a special education program not available in the District, Board-paid tuition to any optional education program, or release of any per pupil State funds to another elementary, secondary, or post-secondary institution for acceptance of credit or in lieu of tuition.
- D. In order to be eligible for open enrollment, the student's prior record must meet with standards established by the Board of Education for District students. The Board does not impose any requirement of academic ability, or any level of athletic, artistic, or other extra-curricular skills in order for a student to be eligible for open enrollment.
  1. The student's achievement and conduct shall be reviewed annually.
  2. The District may deny enrollment to students who have been expelled or suspended for ten (10) or more days in the term in which admission is sought or the term immediately preceding the term in which admission is sought.
- E. All regulations, rules, and procedures of the Ohio High School Athletic Association, especially those pertaining to recruitment and eligibility must be followed.
- F. The District requires interdistrict open enrollment parents to provide transportation to and from school. However, the District may provide transportation for open enrollment students in accordance with State law and upon request. Parents' requests for transportation will be considered on a case by case basis, after considering whether space on school buses is available and if transportation is feasible. Students provided transportation services will be assigned to a bus stop within the School District. Parents must provide adequate supervision of students at bus stops that may be miles from the student's home.
- G. Procedures to ensure maintenance of an appropriate racial balance in the District will be established and followed.

R.C. 3313.98

Adopted 3/8/93

Readopted 4/8/96; Readopted 5/12/97; Readopted 4/12/99; Readopted 4/16/01; Revised 6/10/02; Revised 7/19/04; Revised 4/18/05; Revised 12/18/06; Revised 4/15/13; Revised 3/17/14; Revised 6/15/15; © Neola 2006