

Application Date \_\_\_\_\_

**MARIEMONT CITY SCHOOLS**  
**INTRADISTRICT OPEN ENROLLMENT APPLICATION**  
*(MUST RE-APPLY EACH YEAR)*

Name of Student \_\_\_\_\_

Name of Regular/Assigned School \_\_\_\_\_

*Desired School of Attendance* \_\_\_\_\_

Grade Level of Student for Upcoming School Year \_\_\_\_\_

Name of Parent(s)/Guardian(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_  
(Home) \_\_\_\_\_ (Work) \_\_\_\_\_

*Application must be received by the Superintendent no later than June 30 at:  
Mariemont Board of Education  
6743 Chestnut Street  
Cincinnati, OH 45227*

**Parent Notification**

Date \_\_\_\_\_ Time \_\_\_\_\_

Approved \_\_\_\_\_ Rejected \_\_\_\_\_

**(OFFICE USE ONLY)**

Date Received \_\_\_\_\_

Comments:

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

## INTRADISTRICT OPEN ENROLLMENT

P 422.00 Sections §3313.97 and §3313.98 of the Ohio Revised Code require boards of education to adopt a policy allowing students to attend a district school other than the school to which the student would otherwise be assigned. Be it resolved that the following policies, rules and regulations and procedures shall be adopted to implement intradistrict open enrollment pursuant to O.R.C. §3313.97 and §3313.98:

R 422.10 A student granted a transfer of assignment under the intradistrict open enrollment program that attends a grade between K-6 shall continue in that assignment for the remainder of his/her K-6 education in the district.

attendance  
R 422.11 Neighborhood students (students living within the zone of an elementary building) shall have priority to all programs and grade level assignments over any intradistrict open enrollment applicant.

open  
open  
R 422.12 Native students (school residents of the Mariemont School District) who opt to participate in the intradistrict open enrollment program shall have priority over inter-district enrollment applicants if the district adopts an inter-district enrollment policy.

program shall  
into  
housed  
create or  
enrollment  
shall not be  
R 422.13 No student needing a specified special instructional be accepted under the intradistrict open enrollment program a building, class, course or program that is not offered and in the building to which the student/parent has applied. The Mariemont School District shall not be required to add any educational programs or units to specifically serve intradistrict open enrollment students. Additionally, limits per special education and vocational units exceeded.

the  
student's  
All special education students shall be required to attend school within the district where services specified in the IEP are currently available.

R 422.14 Students with discipline problems may be rejected for intra-district transfers only if they have been suspended or expelled by the resident school for ten (10) or more consecutive days during the current or previous semester.

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.

and only  
student  
bus

R 422.15 Transportation shall be provided to and from school to any accepted into the intradistrict open enrollment program if, if, the student can be picked up and dropped off at a regular stop as designated in the board's regular transportation routes. The students' parents shall be responsible for transporting the student to and from the regular bus stop. The board will not provide additional transportation beyond its regular routes for intradistrict open enrollment students.

R 422.16 The district shall communicate the policies, rules and regulations pertaining to the intradistrict open enrollment program, including the application process during the month of January each year. The district may use school newsletters, email messages, website, open houses, or other appropriate means to communicate this policy.

R 422.17 Applicants accepted into the intradistrict open enrollment plan normally enter the district at the beginning of the school year (exceptions may be made in special circumstances as determined by the Superintendent). After a student has been accepted into another building, that building becomes their "home building" and they must follow this policy in order to reenter the original building of attendance.

and  
May 1  
plans  
school.

R 422.18 Students/parents wanting to enroll in the intradistrict open enrollment program must submit a completed application have it on file in the superintendent's office no later than in the year prior to the school year in which the student to attend an elementary school other than his/her assigned

Assignments of transfer pursuant to this policy are

below.	
of enrollment	<p><u>R 422.19</u> Parents of the intradistrict applicant, as well as the principal his/her home school, accepted into the intradistrict open program shall be notified by letter postmarked not later than June 1 in the year prior to the school year in which the student plans to attend. All decisions granting acceptance into the program shall be based upon conditions and facts as they exist as of the date of the notification letter.</p>
Enrollment	<p><u>R 422.20</u> Criteria for participation in the Intradistrict Open Program shall be:</p>
building and	<p>1. Each elementary school must have available grade level capacity and teacher(s) for the applicant.</p>
open	<p>2. All students shall be accepted into the intradistrict enrollment program in the order the request is received (postmark). Requests are not accepted until February 1<sup>st</sup> 1 in the year prior to the school year in which the student plans to attend.</p>
level	<p><u>R 422.21</u> Criteria for establishing elementary building grade capacity shall be:</p>
shall	<p>1. In grades K-3, intradistrict open enrollment students be accepted in those scheduled classes within an elementary building where the pupil/teacher ratio does not exceed 20:1 at which time applicants will not be considered. Note that K-3 grade classes will often be larger than 20:1. The 20:1 limit in this policy compensates for students who move into the district throughout the school year.</p>
	<p>2. In grades 4-6, intradistrict open enrollment students shall be accepted in those scheduled classes within the elementary building where the pupil teacher ratio does not exceed 22:1 at which time applicants will not be considered. Note that 4-6 grade classes will often be larger than 22:1. The 22:1 limit in this policy compensates for students who move into the district throughout the school year.</p>

3. Students that submit an application which complies with the district's rules and procedures for intradistrict open enrollment shall be selected in the order that the application was postmarked. Requests will not be accepted before February 1<sup>st</sup> in the year prior to the school year in which the student plans to attend

All student applicants shall be placed in a pool for each building in each grade level where vacancies exist. Students will be selected by the order that the application was postmarked until all vacancies are filled for each building for each grade level or until the applicant pool is exhausted. Requests will not be accepted before February 1<sup>st</sup> in the year prior to the school year in which the student plans to attend. In case of a tie, when multiple applications have the same postmarked date, the Superintendent will conduct a drawing and select names at random (the drawing will be witnessed by the Treasurer).

4. The superintendent may elect to grant or initiate a transfer when it is in the best interest of the district. (i.e. for financial reasons, staffing reasons, or to balance the enrollment between elementary schools.

Adopted: February 19, 2008