

Jackson Local School District

INTRA-DISTRICT OPEN ENROLLMENT

Board Policy #5113.01 states that the Jackson Local Board of Education believes students should be permitted to attend their school of choice within the district. As such, the Board will permit students to apply for attendance at their school of choice based upon criteria established by the school administration.

PROCEDURES / GUIDELINES / CRITERIA

Eligibility

Only students that are residents and officially enrolled in the Jackson Local Schools may request consideration in the intra-district open enrollment plan.

All students in grades K-5 are eligible for consideration in the plan. Students who have an Individualized Education Plan (IEP) that require their attendance at a specific building must attend the building in which the services are offered.

Date and/or Deadlines

Any parent/guardian wanting to apply for the intra-district open enrollment plan in the Jackson Local Schools must do so by filing with the official school of residence building principal. The principal of the building requested will then notify the Superintendent with a recommendation as to whether the request can or cannot be granted. This recommendation will be based upon the established enrollment. The principal of the building requested shall then notify the parent as to whether the placement has been granted or denied.

If during the course of the school year the parent/guardian and student would find it necessary to request a transfer to the official school of residence, the following procedure will be followed:

1. Parents requesting a student return to the official school of residence must submit the request and reason(s) in writing to the building principal at the school of attendance. The school district has the right to require that the parent and/or student confer personally with school officials if deemed necessary by the school district.
2. The request and other appropriate data will be reviewed by selected school officials prior to a decision.
3. The decision of the Superintendent is final.

- Transfers may not create a racial imbalance
- Grade level building program balance can be maintained
- No existing programs will be eliminated because of intra-district open enrollment
- If new programs need to be implemented or programs currently in place need be expanded, the intra-district open enrollment plan will be altered for the succeeding year
- The district will strive for the lowest student/teacher ratio possible at all levels
- No programs will be moved to another building to accommodate students interested in transferring
- Students with discipline problems may be rejected for intra-district transfer only if they have been suspended or expelled for ten consecutive days in the current term or the immediate preceding term.

Student Selection

Students who officially reside in or move into their respective attendance areas may not be refused attendance in that school regardless of building capacity. Nor may students who are attending a building at the official request of the school district be refused.

Students, who have been accepted under the voluntary transfer program with lottery methods, will have priority when space is available.

Transportation

Transportation is not provided for students accepted in the intra-district open enrollment plan unless the student can be picked up and dropped off at a stop on the regular transportation schedule.

Succeeding School Year

At the end of the third grading period, the parent/guardian participating in the open enrollment plan shall be required to make application if he/she desires to continue in the plan.

Student Records

Students who have applied for or have been accepted in the intra-district open enrollment plan will have records that include the application, evidence of parental meetings and evidence of notification to parents included in the student's file folder.

Communication To The Public

Annually the Jackson Local School District shall notify the community that the intra-district open enrollment plan exists. The notification will include appropriate dates and deadlines.

Jackson Local School District

**INTRA-DISTRICT OPEN ENROLLMENT
APPLICATION**

Request for next school year

Request for current school year

Building of Residence _____ Building Requesting _____

Name of Student _____

Current Grade Level _____ Projected Grade Level _____

Parent/Guardian: Name _____

Address _____

City, Zip _____

Daytime Phone _____

Reason for Request: _____

Application must be received no later than June 1st when applying for the upcoming school year.

I have read the intra-district open enrollment plan and agree to abide by Board Policy #5113.01 and the procedures that have been established.

Signature

Date

For Office Use Only:		
_____ Request Approved:	_____ Date	_____ Signature
_____ Request Denied:	_____ Date	_____ Signature
_____ Parent Contacted:	_____ Date	_____ Signature