

WEST CARROLLTON CITY SCHOOL DISTRICT

To the Parent/Guardian of

POTENTIAL OPEN ENROLLMENT STUDENTS

2024-2025

**All applications must be returned to the Board of Education office,
430 East Pease Avenue, no later than May 31, 2024.**

Late applications will not be accepted.

Applications will not be accepted at the individual school buildings.

An official transcript/report card is required for all high school students.

Submit your application as soon as possible. Enrollment is limited.

Call 937-859-5121 for additional information.

WEST CARROLLTON CITY SCHOOLS
2024-2025 Open Enrollment Application – Inter/Intra District Transfer

Indicate the following:

- New Open Enrollment
- Returning Open Enrollment
- Former Resident/Student
- Effective Date: _____

Fill out completely. Inaccurate or false information may lead to denial of your application.
A NEW Application must be completed EVERY YEAR.

To be completed by the parent or legal guardian (or the student if 18 or older). The application must be physically received at the West Carrollton Schools Board of Education Office, 430 E. Pease Ave., West Carrollton, OH 45449, no earlier than 8:30 a.m. March 1, 2024, and no later than 4:00 p.m. on May 31, 2024. Open Enrollment acceptance is granted based on grade level and program space availability; see WCSD Board Policies and Guidelines.

***Must attach "Proof of Residency" (mortgage/lease agreement or current utility bill)**

TODAY'S DATE: _____ CHILD'S GRADE NEXT YEAR: _____

LAST NAME: _____ FIRST NAME: _____ MIDDLE NAME: _____

GENDER: _____ BIRTHDATE: _____ BIRTHPLACE: _____

STREET ADDRESS: _____ APT. #: _____

CITY: _____ ZIP: _____ PHONE #: _____

DOES STUDENT HAVE AN IEP? YES NO

HAS THE STUDENT BEEN SUSPENDED MORE THAN TEN DAYS OR EXPELLED AT ANY TIME DURING THE 2022-2023 SCHOOL YEAR OR ARE THERE ANY DISCIPLINARY PROCEEDINGS PENDING THAT COULD LEAD TO SUSPENSION OR EXPULSION?

YES NO

BUILDING YOU ARE APPLYING FOR: ECC (K-1) Schnell (2-3) Russell (4)
 Intermediate (5-6) Middle School (7-8) High School (9-12)

IN WHICH SCHOOL DISTRICT DO YOU CURRENTLY RESIDE? _____

WHAT SCHOOL/DISTRICT DOES YOUR CHILD CURRENTLY ATTEND? _____

REASON YOU ARE REQUESTING OPEN ENROLLMENT: _____

- MY CHILD CURRENTLY ATTENDS WEST CARROLLTON SCHOOLS MY CHILD PREVIOUSLY ATTENDED WEST CARROLLTON SCHOOLS

WHAT WAS THE LAST SCHOOL YEAR HE/SHE ATTENDED WEST CARROLLTON SCHOOLS? _____

ARE YOU OPEN-ENROLLING MORE THAN ONE CHILD IN WCSD? YES NO

(Separate applications are required for each child)

NAMES: _____

PARENT/GUARDIAN SIGNATURE AND INFORMATION RELEASE

All information is complete and correct. I am the child's custodial parent or legal guardian or I am the student age 18 or older. I grant permission for the nonresident school district to request from the school my child attends, information about whether my child has been referred for special education and information about my child's special education program, including a copy of the individualized education program (IEP). Information regarding my child's attendance and or discipline may also be released. I understand that my resident district will be provided with demographic information required by the Ohio Department of Education. I understand that my child who has an IEP, who initially is approved for Open Enrollment, may be denied enrollment before the school year begins if IEP services cannot be provided by the District.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

PRINTED NAME PARENT/GUARDIAN: _____

OFFICE USE ONLY

Date/Time Application Received: _____ Received By: _____

Approved Denied (Reason) _____ Date Approved or Denied: _____

Residence IRN: _____ Parent Notification Sent Date: _____

WEST CARROLLTON SCHOOL DISTRICT

PARENT AGREEMENT FOR OPEN ENROLLMENT

Enrollment is effective for the 2024-2025 school year only

Whereas, we have been informed that if our child, _____, is enrolled in the West Carrollton School District from our resident district, we agree to the following:

- If applying for Kindergarten, our child meets the age requirement set forth by the West Carrollton school District. **This means that our child will be 5 years old by August 1, 2024.**
- If admitted, our child may need to be transferred back to his/her home school at any time during the school year, depending on classroom capacities.
- If our child should require special education services or a reasonable accommodation for a Section 504 disability, he/she may be transferred back to a school in our district of residence or to another school in the West Carrollton School District which provides such services or can make the accommodation, if the school he/she is attending cannot provide the same. This review may take up to 10 days.
- We are aware that we are responsible for providing the transportation for our child to and from the West Carrollton School District. Under no circumstances will the West Carrollton School District be required to increase its transportation services or costs to accommodate open enrollment students.
- Ohio High School Athletic Association athletic eligibility guidelines will be in effect for a student in grades 7-12. It is the responsibility of the parent/guardian/student to request an athletic release from the Board of Education from the resident district. Any enrolled adjacent-district students who are eligible to participate in interscholastic athletics and who have been released by their home districts **may lose their eligibility for an entire year** if or when they return to the home district. Students and parents are urged to become aware of and consider these athletic guidelines before making application for Open Enrollment.
- Applicants may be rejected if the student has been suspended or expelled for ten (10) consecutive days or more during the semester of application or the preceding semester.
- Once approved for enrollment, all rules, regulations, and policies of the West Carrollton School District shall apply to open enrollment students to the same extent as they apply to native students. Admitted students are expected to adhere to district attendance and discipline policies. Violations may result in immediate withdraw from the West Carrollton School District. Our child will abide by the rules and regulations set forth in the West Carrollton Student Code of Conduct. **Numerous tardies, absences, and/or disciplinary proceedings may result in our child be transferred back to his/her district of residence.**
- The West Carrollton School District reserves the right to revoke the admission of any open enrollment student who violates any provision of this policy.
- Once notified, Parents/Guardians must indicate their acceptance of the Open Enrollment. As a condition of application for Open Enrollment, we agree to have all personally identifiable data on file in the child's current/previous school district forwarded to West Carrollton Schools. Failure to provide such permission will result in this offer being withdrawn, thus, allowing other students to be considered for an available opening. The following documents will be needed when enrolling new students:
 - Original birth certificate
 - Shot records (for Kindergarten students)
 - Proof of Residency dated within the last 30 days, one of the following: gas bill, electric bill, water bill, lease agreement or mortgage statement)
 - Custody papers (if applicable)
 - Valid Driver's License, State Photo ID, or Passport

I have read the stipulations of the Open Enrollment Application and agree to abide by the procedures and policies that have been established.

Student Name: _____

Parent/Guardian Signature: _____

Date: _____