



Request for Inter-District Open Enrollment 2019-2020
*(this form is to be used for students residing outside the
 Wooster City Schools district)*

Application period from May 1, 2019 to June 28, 2019

This is a: New request Renewal/continuation Today's date: _____

Student – Last name , First Name , Middle Name _____ Date of birth _____ Student's Social Security number _____ Male Female

Student's city of birth _____ Native language _____ Mother's maiden name _____ SSID# (office use only) _____

Grade in **2019-2020** _____ Name of school being requested in the Wooster City School District _____

Name of resident school _____ Name of resident district _____

Reason(s) for request: _____

Is your child currently under expulsion or suspension, or in the process of having an expulsion or suspension from another school district? Yes No If yes, please explain. Attach documents if necessary _____

Is your child in a gifted program? Yes No If yes, please describe: _____

Does your child receive special education services? Yes No If yes, please describe: _____

Name of parent/guardian _____ Home phone number _____ Cell phone number _____

Home address _____ City _____ Zip _____ Mailing address, if different than home address _____

I understand this variance, if granted, is for one school year only and is subject to the following restrictions:

1. Should overcrowding or an imbalance in the pupil/teacher ratio in the requested school occur, the district reserves the right to transfer the student to any school within the district.
2. The Wooster City School District reserves the right to rescind a non-resident attendance approval in the event the student is not profiting from the placement, the circumstances under which the approval was granted have changed significantly, or the student becomes eligible for special education as defined by statutes.
3. The Wooster City School District will not provide bus transportation for students residing outside the district.
4. Under certain circumstances, the student is not eligible to participate in varsity athletics for one school year.
5. Providing false or misleading information, or failure to disclose material facts regarding residence, prior school experience, or educational needs of the student, will be grounds for refusing or terminating admission.

Email address of parent _____ Signature of parent/guardian _____ Date _____

Step 1 Reviewed/signed by Director of Elementary or Secondary Education	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied Reason: _____	_____
	Director of Elementary or Secondary Education signature _____ Date _____

Step 2 If student is served in a gifted or special education program, this form must be approved by the Director of Student Services	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied Reason: _____	_____
	Director of Pupil Service's signature _____ Date _____

Office Use Only	
<input type="checkbox"/> Copy sent to District of Residence	<input type="checkbox"/> Spreadsheet updated
	<input type="checkbox"/> DASL
	_____ Registrar _____ Date _____

Student Transfer Parameters

The first priority in all cases is to serve students in each school's attendance area. If the students in a school's attendance area fill the school to its capacity, the school will not be able to take transfer students, even though they may have taken transfers in the past. With community growth it is possible that some schools may not be able to accept transfer students. Others may be able to do so on a limited basis.

After considerable study, discussion, and input as to fairness and equity for children and families, the board approved the following steps in accepting transfer students.

Enrollment projections and/or pre-registration must show available space in the specific grade level or class to be requested. The first priority is to serve students in each school's attendance area. The following prioritization will be used:

- a. A child of a full-time certificated or classified school employee, priority based on longevity.
- b. In-district students, priority based on longevity.
- c. Out-of-district students, priority based on longevity.
- d. In-district new requests.
- e. Out of district new requests
- f. Requests received after the spring deadline, considered or placed on waiting lists in the order in which they are received.

Transfers are good for one year at a time and must be renewed annually. Timelines are as follows:

Elementary requests, grades K-4, for the 2019-2020 school year:

Parents requesting a student transfer from the assigned school area for the 2019 - 2020 school year may submit an Inter-District Open Enrollment form starting May 1, 2019. Letters will be emailed or mailed by July 15, 2019 notifying parents if the request has been approved or denied.

Secondary requests, grades 5-12, for the 2019-2020 school year:

Parents requesting a student transfer from the assigned school area for the 2019 - 2020 school year may submit an Inter-District Open Enrollment form starting May 1, 2019. Letters will be mailed by July 15, 2019 notifying parents if the request has been approved or denied. Deadline for new requests is the last day of the first semester.