

**UNION LOCAL SCHOOL DISTRICT
INTERDISTRICT OPEN ENROLLMENT POLICY
2017-2018 SCHOOL YEAR**

The Board of Education shall permit the enrollment of students from any school district in Ohio into a school or program of this district, providing each enrollment is in accordance with laws and regulations of the State concerning Interdistrict Open Enrollment and the provisions of this policy.

1. Any application for an interdistrict transfer shall be submitted to the Superintendent's office of the student's intended district of enrollment no later than the enrollment period listed on the Inter-District Open Enrollment Form. One application must be submitted each year for each student who requests an inter-district transfer. Copies of applications and approvals shall be provided to the Superintendent's office of the student's district of residence. The receiving district reserves the right to assign the building.

2. No interdistrict transfer will be permitted if the enrollment of the level being requested at the receiving district approaches the following: (Grade level enrollment limits vary in each grade level.) The Union Local School District's enrollment limitations and available classes are listed below:

School	Grade	Enrollment (Preferred)	IEP Student Cap
ULES	K-(5)	25	4
ULES	1-(5)	25	5
ULES	2-(5)	25	5
ULES	3-(5)	25	5
ULES	4-(4)	25	5
ULES	5-(5)	25	7
ULMS	6-(5)	25	8
ULMS	7-(5)	25	8
ULMS	8-(5)	25	8
ULHS	9-12	Course enrollment is guided by classroom station availability.	10

Note: When any specific room enrollment exceeds the enrollment amount, that room will be closed. Class sizes will not exceed the given number for that class prior to the opening of school. Extenuating circumstances will be considered by the Superintendent of Schools.

Guidelines for students transferring under the open enrollment program from another district include:

1. Applications must be completed for each individual student separately – there are no “family applications”.
2. Acceptance of students is at the discretion of the participating district in accordance with the district’s policies and guidelines.
3. The Union Local School District will accept **NO** responsibility for any transportation of students participating outside their district, unless it is deemed practical and reasonable by the Superintendent.
4. No student, once accepted by the receiving district, will be displaced during the school year, should enrollment exceed the limits established by policy.
5. Students with handicapping conditions may be rejected for interdistrict transfer if the services described in the student’s IEP are not readily available in the receiving district’s special needs programs. Enrollment limits per special education will be strictly adhered to.
6. Districts are not required to institute any special education programs or increased staffing to serve transfer students.
7. **Grades 7-12: Athletic eligibility will be determined in conjunction with all requirements established by the Ohio High School Athletic Association (OHSAA).**
8. Student with a history of disciplinary problems may be rejected for open enrollment if they have been suspended or expelled by the home/present district for ten (10) days or more in the current term or in the immediately preceding term for which admission is sought.
9. No resident student will ever be displaced to allow room for open enrollment. Open Enrollment students participating in the previous year will be given preference provided their applications are submitted prior to the dates listed on the application. Enrollment levels will determine annual approval and are the primary factor considering in opening seats for open enrollment.
10. All approved open enrollments are approved until the completion of the current school year.
11. The above guidelines are not to be substituted for the program requirements listed in Board Policy and Ohio Law (3301-48, Ohio Administrative Code).
12. K-8: Classroom size limits are set as 25 students per room.
13. 9-12: Classroom size limits are set by enrollments per course section.
14. The Superintendent of Schools has the final approval/disapproval on all matters regarding open enrollment.
15. If falsification of application is determined at anytime, student may be required to return to district of residence.
16. Any questions should be referred to Melinda Kemp, Superintendent’s Secretary, (740) 782-1978 extension 2500.