



Book	Administrative Guideline Manual
Section	5000 Students
Title	ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN ENROLLMENT
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5113 - **ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN ENROLLMENT**

Any new or renewal application for an inter-district transfer must be submitted to the Superintendent's Office between May 1st and May 31st each year. A separate application must be submitted for each student who requests inter-district open enrollment. Applications can be completed online by clicking on the following link: [Open Enrollment Application](#). Applications will be acted upon by July 1st.

Applicants will be informed in writing whether or not their open enrollment has been approved. An open enrollment application alone does not mean approval. Open enrollment is based on first-come, first-served basis, but is also based on space availability in a particular grade, school building, or program.

DO NOT call Ashtabula Area City Schools regarding your application approval. No information will be given over the phone.

Falsification of any information on the application will result in denial or removal of open enrollment privileges.

Application for Admission

- A. The number of openings in a particular program for students from other Ohio districts will be determined by optimum size for a particular program, classroom/school building, or grade level which is the number of students that can be accommodated without increasing District expenditures for staff or equipment.
- B. Applications for admission from students from other Ohio districts may be submitted to the Central Registration Office in this District or to the student's principal in his/her home school. If the application is submitted to the home-school principal, s/he is to refer it to Central Registration Office in this District.
- C. Applications from tuition students and any adjacent district or other school district students previously enrolled under the provisions of this guideline or Board Policy 5113 shall be given priority over applications from new students from other Ohio districts.
- D. When a student from another Ohio district or his/her home-school requests an application, s/he is to be informed of the prerequisites for each program or course of study in which enrollment is sought. No student from another Ohio district will be enrolled in a program or course of study who has not met the prerequisites established for District students and tuition students.
- E. The final date for considering applications for students from other Ohio districts is May 31st. The applications of students from other Ohio districts shall be revoked in reverse order of acceptance (last in-first out) if enrollment, at any time prior to the start of the school year, of a new home-school student or an application from a tuition student brings the enrollment of District students to optimum size. However, students from other Ohio districts who have begun the program shall be allowed to complete the school year.
- F. Applications from students from other Ohio districts who have an I.E.P. shall not be considered if the District is not currently providing the services called for in the I.E.P.

- G. Other enrollment factors being equal, students from other Ohio districts will be accepted on the basis of the date of receipt of the application. Revocations of application or transfers back to the students' home schools will be in reverse order of date received.
- H. The District shall not discriminate against any disabled students (IDEA or 504). The District shall not be required to provide any services or adapt any facilities not already provided disabled, resident native students. If a student from another Ohio district becomes disabled under Section 504 or the staff finds out that a student from another Ohio district is in need of services in accordance with an I.E.P., it will provide appropriate services. The student, however, must agree to attend the District school at which the needed services are currently available. If any services must be obtained elsewhere, the Superintendent shall notify the other Ohio district to determine if it wants to arrange for the services or have the District arrange for them at the other Ohio district's expense.
- I. Enrollment in a program or school shall be subject to an agreement that transportation of the student from another Ohio district to the school or to a scheduled in-District bus stop is provided for by the student, his/her parents, or the other Ohio district. Exceptions to this requirement may need to be made for disabled students.
- J. Applications from students from other Ohio districts may also 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.
- K. Applications from NEW students in Grades 10-12 will not be considered for acceptance.
- K-9 will be capped based on current staffing at each grade level. Grade levels will be available based on current population.
- L. Both returning and new applicants will be notified in writing whether or not their application status has been conditionally approved or denied. Information about open enrollment status will not be given over the phone.
- M. Enrollment opportunities exist between May 1st and May 31st only. Student applications will not be accepted at any other time, except those students who are currently enrolled in the Ashtabula Area City School District and move out of the District, may apply for inter-district open enrollment at that time. The Superintendent may consider Open Enrollment Applications at other times if extenuating circumstances exist, which the Superintendent deems appropriate.

Resident to Open Enrollment Status

Students who move outside of the Ashtabula Area City School district during the school year must apply for open enrollment in order to remain enrolled in AACS. This must be done as soon as school officials are made aware of the change of address. The parent(s)/guardian(s) must report to the AACS Board Office at 6610 Sanborn Road, Ashtabula, Ohio 44004 to do a change of address and must apply for open enrollment. Discipline may have an impact on approval in accordance with ORC 3313.97 and any other applicable law.

Becoming an AACS resident after being accepted through open enrollment

Open enrollment students that move into the Ashtabula Area City School District need only show proof of residence and complete a Change of Address form at the AACS Central Registration Office in the Board Offices at 6610 Sanborn Road, Ashtabula, Ohio 44004.

High School Athletic Eligibility

High school athletic eligibility is based upon applicable law, including any applicable Ohio High School Athletic Association regulations. For questions regarding athletic eligibility, please contact the Athletic Director at 440-993-2522.

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