

OPEN ENROLLMENT POLICY

The Little Miami Board of Education believes students should, under certain circumstances, benefit from an inter-district open enrollment policy. Based on guidelines established by the school administration and in conjunction with recommendations from officials of the Ohio Department of Education, the following guidelines for the transfer of students into our school district are listed below. These guidelines are intended to be consistent with Section 3313.98 and 3313.981 of the Ohio Revised Code and apply to students in any school in the state of Ohio.

1. One application must be completed annually for each student who is requesting an inter-district, open enrollment transfer. Even if there is space available, no applications will be approved after the first full week of October.
2. Students being admitted to the school district who are currently not enrolled in the Little Miami School System will be considered for admission in the following order:
 - Native students to the Little Miami School District
 - Students who are the children of Little Miami School District employees
 - Native students of families who choose to home school and attend on a part-time basis
 - students of families who are buying or building a new home in the school district, more than 90 days after the beginning of the school year
 - students whose legal residence is outside the Little Miami School District boundaries based on the following order:
 - a) students who have been a part of this program in previous years
 - b) brothers and sisters of students who have been a part of this program in previous years
 - c) new applications
3. All applications for inter-district transfer must be submitted to the Superintendent between May 1 and May 31. If capacities have not been met, this deadline may be extended by the Superintendent. Applications will be acted upon by July 1 and parents will be notified in writing. Notices of approval shall be sent by the Little Miami School District to the student's parents and to the Superintendent of the student's "home" district. Parents/Guardians must submit a letter of acceptance to the Superintendent on or before the stated deadline (July 15). Failure to do so will void the application. [Note: These time lines may change from year to year.]
4. In compliance with ORC 3313.98, the Little Miami Board of Education will enroll students without differentiation on the basis of academic, athletic, artistic, extracurricular activity, or proficiency in English. No person shall on the basis of race, color, creed, national origin, sex, or disability be excluded from participation in, be denied benefits of, or be subjected to illegal discrimination under any educational program.
5. The Little Miami Schools may set inter-district enrollment limits. These limits may be changed annually upon review by the Board of Education. At this time the average class size limits are set as follows:
 - In grades K-4, grade levels will not be allowed to exceed 25-1 student to teacher ratio.
 - In grades 5-7, grade levels will not be allowed to exceed 30-1 student to teacher ratio.
 - In grades 8-12, grade levels will not be allowed to exceed 35-1 student to teacher ratio in the CORE subject areas.
 - Special education and gifted classes will enroll students at what state standards allow.
6. Enrollment in a special program (i.e. gifted, special education, other) will be determined by space and availability. The school district may reject an applicant if the services specified in an IEP are not available in district schools.
7. The Little Miami School District is not required to institute any education program, including special education programs, to serve transfer students. If a student is evaluated for placement in a special education program, representatives of the district of residence will be invited to participate in the placement meeting.
8. All approved applications for open enrollment are good for one (1) school year only. The Board of Education may also take action to discontinue the program.
9. In the event that more students apply for a program/grade level than there is space available, applications shall be considered on a first come, first served basis based on the date and time they are signed as "received" in the office of the Central Registrar. Students who have applied but have not been accepted

because of a lack of space in a program/grade level will be placed on a waiting list and when openings occur, they will be filled based on program/grade level availability.

10. Applicants may be rejected if the racial balance of either the sending or receiving district would be negatively impacted.
11. Parents shall be responsible for transporting open enrollment students to and from school.
12. The Little Miami School District reserves the right to deny enrollment to students who have been suspended or expelled for ten (10) or more consecutive days in the term for which admission is sought or the immediately preceding term.
13. Students who are interested in attending the JVS must contact the appropriate JVS officials to determine the availability of the specific JVS program.
14. Athletic Eligibility – it is the responsibility of the parent/legal guardian to become familiar with Ohio High School Athletic Association guidelines as to athletic eligibility. These guidelines should be considered before making application. As a general rule, other than incoming freshmen, most students who do not live in the district are required to sit out one school year when transferring schools based on OHSAA guidelines.
15. Students who wish to graduate and receive a diploma from Little Miami High School must meet the graduation requirements established by the Board of Education. All credits earned in adjacent or outer-districts shall be accepted.
16. All students moving out of the district before the end of the first semester will be required to withdraw and attend in their district of residence. Students may finish out the year if they move after the first semester is completed. All students in this category allowed to stay must meet all the requirements established in the open enrollment policy.
17. The Superintendent may waive the stated enrollment deadline up to the first full week of October, if space is still available and should extenuating circumstances exist.
18. This policy shall be available upon request to parents and Superintendent of other districts.

LEGAL REFS: ORC 3313.98, 3313.981

ADOPTED: February, 2011



Little Miami Local Schools Open Enrollment

Ohio law, along with the Little Miami Local Board of Education board policy, allows parents/guardians to enroll their children in a school within the Little Miami Local School District rather than their district of residence by completing an open enrollment application and being approved by the incoming district.

Open enrollment applications are filled on a first-come, first served basis, according to space. New students having siblings already in the Little Miami Local School District will have preference over other new students, but will have applications approved in the same manner as other students.

High school students who transfer school districts through open enrollment must follow Ohio High School Athletic Association (OHSAA) rules for participating on athletic teams. Typically, athletic eligibility is determined by the school in which the student is attending during their 9th grade year. OHSAA rules for transfer and athletic eligibility are very specific and must be followed by law.

Open Enrollment Timeline:

April 25, 2016- Begin accepting applications. Applications should be dropped off or mailed to Maryann Duffy at Harlan Butlerville Primary. 8276 State Route 132, Blanchester, OH 45107. (Applications will NOT be accepted prior to this date.)

May 6, 2016- Open Enrollment application DEADLINE. **3:00 PM**

May 18, 2016- Decision will be made regarding applications.

May 20, 2016- Notice of approval sent to student's parents.

June 3, 2016- Deadline for Parents/Guardians to submit a letter of acceptance.

*All approved applications require parents/guardians to complete and submit regular school enrollment information in addition to the completed open enrollment form.

Open Enrollment Deadlines:

Open enrollment applications for the 2016/2017 school year are currently available online. The deadline for filing regular open enrollment requests for the 2016/2017 school year is May 6, 2016 by **3:00 PM**.

Exceptions to these deadlines are as follows:

Students currently living in and attending a school in the Little Miami Local School District and whose family moves to another school district and wants to remain in the Little Miami Local School District must file for Inter-district open enrollment as soon as possible (preferably within one week) after their move takes place.

Frequently Asked Questions:

What is open enrollment? A parent or guardian residing in an Ohio school district may enroll their child in a school in the Little Miami Local School District without paying tuition, provided they comply with open enrollment deadlines and procedures and their student is accepted by the Little Miami Local School District. This is called Inter-district open enrollment. Forms must be completed and approved for Inter-district open enrollment.

How do I apply? You may request an open enrollment application from our school district's administration office or print one from our school district web site at www.littlemiamischools.com

What is the deadline for filing for open enrollment? Forms must be filed with the Little Miami Local School District, between April 25th and May 6th of the school year preceding the school year for which open enrollment is requested. After May 6th of the same year, applications will continue to be considered. However, open enrollment is filled on a first-come, first-served basis, according to space, so it is important to file your application as early as possible.

Does each child need to file an application? Yes.

Do I need to reapply each year that my child attends school in the Little Miami Local School District under open enrollment? Yes.

Will the district provide transportation for my child? Transportation is provided only within the Little Miami Local School District to residents of the district per state law.

Can my request be denied? Generally, a request can be denied if filing deadlines are not met, if there is not classroom space for the student, or if the student is under expulsion from his/her current school district.

Do we need to open enroll if we move and want to remain in this school district? Yes. You must file for open enrollment promptly after your move, or you may be denied.

Is there any cost involved? There is no tuition charge for open enrolled children. However, parents are responsible for any and all miscellaneous fees for participation in courses, classes, or activities, the same as resident students are expected to pay.

Whom should I contact with further questions? You may contact Maryann Duffy, 513.899.5200 x 35100.

Parent Responsibilities:

If you move from the school district you currently live in during the term of the open enrollment, it is your responsibility to notify the Little Miami Local School District.

2. Approval for one child in a family does not guarantee approval for other children in the same family. Each child in a family must have an open enrollment request filed for him/her.
3. High school pupils who transfer from one school district to another under open enrollment may lose athletic eligibility. For questions on athletic eligibility, please refer to the Ohio High School Athletic Association's website, www.ohsaa.org, or call the OHSAA at 614-267-2502
4. Parents are responsible for transportation to and from school.

Application Form:

The application form for open enrollment can be downloaded via the link On the Little Miami website (www.littlemiamischools.com) This PDF file contains the Open Enrollment policy which must be read prior to filling out the application. This application must be submitted to the district through Maryann Duffy at Harlan Butlerville Primary, 8276 State Route 132, Blanchester, OH 45107.

Along with the application, the following items are required:

- Copy of Current Report Card
- Attendance Record
- Discipline Record
- Current IEP or 504 Plan

Little Miami Local Schools
Inter-District Open Enrollment Application
Accepted April 25th - May 6th

Note: A separate application is required for each student making application under this program

Legal Name of Student _____
Last First Middle

Grade Level: ____ for _____ school year Sex: Male or Female

School District of Residence: _____ Social Security # _____

Date of Birth: _____ Place of Birth (City/State) _____

Requested Date to begin attending _____

NOTE: High School students must provide a current Transcript or a Report Card

Ethnic Origin: Asian/Pacific Islands Black/Non-Hispanic American Indian/Alaska Native
White Multiracial Hispanic Caucasian

Primary Language(s) spoken at home: _____

(Check All That Apply)

Previous Open Enrollment Student Former Little Miami Student/Moved Out of District PSEO
JVS Open Enrollment Sibling of Last Year Open Enrollment Student Child of District Employee

Name of Parent(s)/Legal Guardian(s) _____

Reason for requesting the transfer _____

Address _____

City, State, ZIP _____ Phone: (Home) _____

e-mail _____ (Work) _____

Is the student currently receiving special education services or accommodations via a 504 Plan?

Yes ____ No ____

IF YES, PLEASE ATTACH A COPY OF THE CURRENT IEP OR 504 PLAN.

SPECIAL EDUCATION STUDENTS ONLY : Fill out the following information only if the student requesting Open Enrollment has an IEP (Individualized Education Plan) or is enrolled in a special education class.

Check the special education class in which the student is currently enrolled:

Specific Learning Disability Developmentally Handicapped Multi-handicapped
Severe Behavior Handicapped Orthopedically Handicapped Hearing Handicapped
Visually Handicapped

Check the special education service the student is currently receiving:

Specific Learning Disability Tutoring Speech Language Hearing Therapy Other services, please list-

All Applicants for Open Enrollment complete the following:

How many days of school missed last year? _____

Has this student been suspended or expelled from school during the current or previous school year?

Yes _____ No _____

If yes, for how many days and reason:

I have read the Little Miami Schools Open Enrollment Policy and agree to abide by the procedures and regulations that have been established. I hereby certify that the information provided above is accurate. I further understand that falsification of information may lead to a denial of acceptance, or a termination of enrollment at any time. I have read and agree to abide by the guidelines that have been established.

Signature of Parent/Legal Guardian _____ Application Date _____

(For Use by District Office Only)

Date of Notification to Parent _____ Approved _____ Denied _____

If denied, reason for denial _____

