



## Southwest Local School District Open Enrollment Policy

The Board of Education shall permit the enrollment of students from any **OHIO** district in a school provided the enrollment is in accordance with laws and regulations of the State concerning Open Enrollment, the provisions of this policy, and the administrative guidelines established to implement this policy. All open enrollment guidelines must be met before approval is granted.

Applicants interested in the open enrollment program must enter at the beginning of the school year.

### **Restrictions**

- No student shall be accepted into the open enrollment program if they have been suspended from any school in the current semester or the immediately preceding semester.
- No student will be taken who has been expelled from another district or charter school.
- No student shall be accepted into the open enrollment program who has been convicted and/or ruled a delinquent for committing any of the crimes listed below:
  - Conveying deadly weapons or dangerous ordnance
  - Possessing deadly weapons or dangerous ordnance
  - Carrying a concealed weapon on school property or at a school function
  - Trafficking drugs
  - Murder or aggravated murder
  - Assault or aggravated assault
  - Voluntary, or involuntary manslaughter
  - Rape, gross sexual imposition, or felonious sexual penetration
  - Complicity in any of the above offenses

High School students who are credit deficient will be denied enrollment.

### **Revocation**

Enrollment of an open enrollment student may be revoked because of poor attendance and/or repeated or serious violations of the student code of conduct. Poor attendance is defined as 10 unexcused tardies to school and/or absences in a school year.

### **Capacity**

Consideration for open enrollment is subject to building capacity and class or program size and limitations. 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, space, and equipment.

No open enrollment students will be allowed to enter a class in a school where an intra-district

transfer has been denied.

Approved open enrollments may be subject to displacement due to excessive enrollment. In the event that the Superintendent or designee declares a program, grade level or building overcrowded, and if the District decides not to add staff, open enrollment students will be returned to their home districts to make space for students who officially reside in Southwest Local School District. These students are termed “resident native.” The order of return will be in reverse order of enrollment – last in, first out.

### **Transportation**

Parents/guardians of students attending the District through open enrollment are responsible for transportation to and from school and to and from activities outside of the regular school day. After students are approved for open enrollment, arrangements to meet a bus at a predetermined stop may be arranged through the Director of Transportation if space is available.

### **Special Education**

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 to disabled resident native students. If an open enrollment student becomes disabled and requires special education or a reasonable accommodation after enrolling in the district, he/she may be transferred back to their home district, if the school he/she is attending in Southwest Local Schools is not currently providing the services for resident disabled students or cannot make the reasonable accommodation.

### **Great Oaks Institute of Technology and Career Development Program**

Open enrollment applicants who wish to participate in any Great Oaks Program will be screened through Great Oaks. These programs are only available for students in grades 11 and 12 or students 16 years of age or older. Acceptance into any program is based upon criteria established by Great Oaks.

### **High School Athletic Eligibility**

In accordance with Bylaw 4-7-3 of the Ohio High School Athletic Association (OHSAA), a student who transfers to William Henry Harrison High School through open enrollment after their 9<sup>th</sup> grade year will be ineligible as per OHSAA rules and regulations.

### **Racial Balance**

It is the intent of the Board to avoid racially isolated buildings or programs as result of this policy. The Board intends to maintain an appropriate racial balance as required by law.

A racially isolated building or program refers to a District building or program in which the racial composition of the students varies significantly from overall composition of the School District. Should a concern arise regarding the racial balance in one or more of the District’s schools or

programs, the Superintendent shall consult with legal counsel to determine the appropriate steps that should be taken and then make the appropriate recommendations to the Board.

### **Non-discrimination**

The Southwest Local Schools Board of Education does not unlawfully discriminate on the basis of race, color, religion, national origin, creed or ancestry, age, gender, marital status or disability in employment or its educational program and activities.

### **ENROLLMENT PROCESS**

The following shall be the process for selection to the open enrollment program:

#### **Enrollment Priority**

Enrollment priority shall be given to resident native students.

Children of non-resident classified employees will be given the next order of priority. Starting in August 2012, only employees who reside in the State of Ohio will be permitted to have their children attend Southwest Local Schools.

In general, all other applicants will be enrolled on a first come, first serve basis contingent upon all criteria in the open enrollment policy. Selected applicants and their families will be interviewed by the Superintendent or designee prior to July 1.

Special consideration will be given to students who move during the year and wish to remain in the district.

**Students who have been approved for open enrollment must apply each year.**

#### **Open Enrollment Timelines**

- May 1: Begin accepting applications at 8:00 a.m. Applications will not be accepted prior to this date.
- May 31: Open enrollment deadline is 4:00 p.m. Applications must be submitted to the District Office, 10800 Campbell Rd., Harrison, OH 45030, faxed to 513-367-2287, or emailed to [jill.woolwine@southwestschools.org](mailto:jill.woolwine@southwestschools.org).
- June 1-June 30: **Selected** applicants and their families will be interviewed by the Superintendent or designee.

On or prior to July 15, Notice of Approval will be sent to the students' parents/guardians.

Open enrollment students who move into the District must be admitted to Southwest Local Schools as a resident native student upon proof of address within the district regardless of space.

### **Application Process**

The following items are **required** and must be submitted along with your application. **If any of these items are missing, you will not be contacted for an interview.**

1. Copy of most recent report card (through 3<sup>rd</sup> quarter) or transcript
2. Attendance record for the current school year
3. Discipline record for the current school year
4. Current IEP or 504 Plan
5. Proof of address (utility bill, lease, etc.)
6. Any applicable court or custody documents.

**\*Please do not create a Registration in Final Forms or upload any of your Open Enrollment documents until your child has been approved for Open Enrollment. Once you are approved, you will receive an email from the Registrar with additional instructions.**

### **Annual Review**

This policy shall be reviewed annually by the Board to determine whether to adopt a resolution to continue the policy or to rescind Open Enrollment.

**OPEN ENROLLMENT POLICY APPLICATION**



Date: \_\_\_\_\_ Grade Level for the 2026-2027 School Year: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

School District Student Currently Attends: \_\_\_\_\_ Building: \_\_\_\_\_

School District of Residence: \_\_\_\_\_

**PROOF OF RESIDENCE REQUIRED (water, electric bill, or a signed lease agreement)**

Special Education Classes/Services Required: YES NO Type of Program: \_\_\_\_\_

**IEP or 504 MUST BE ATTACHED TO THIS APPLICATION**

School Requested: \_\_\_\_\_

Student Applicant: Why do you want to attend Southwest Local Schools?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent of Applicant: Why do you want your child to attend Southwest Local Schools?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that all information contained in this application is true and complete and I understand that the falsification of any of the information will void this application and/or enrollment of my child in Southwest Local Schools.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date and Time Received: \_\_\_\_\_

Meeting date between parent/student and superintendent or designee: \_\_\_\_\_

Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_ Reason(s): \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_