

**Conotton Valley Union Local School District**



**Interdistrict Open Enrollment Administrative Regulations  
2023-24 Academic Year**

**Preface: The Conotton Valley Union Local School District Board of Education believes that students could, under certain prescribed circumstances, benefit from an interdistrict open enrollment policy with contiguous and noncontiguous public school districts. Guidelines for the transfer of students, based upon criteria established by the school district's administration and in conjunction with recommendations from the Ohio Department of Education, are listed below. These guidelines are consistent with O.R.C. 3319.98.**

**\*Applications for interdistrict transfer (open enrollment) must be submitted to the Superintendent's Office between April 1 and August 15, 2023 utilizing the Board of Education approved Conotton Valley Union Local School District Open Enrollment Form. Applications will be acted upon as they are received by district personnel. Parents/guardians must indicate acceptance of transfer (open enrollment) as soon as such notice has been received stating the application for open enrollment has been approved by the Superintendent of Schools. A separate application must be submitted for each student requesting an interdistrict transfer.**

**\*Applications for interdistrict transfer shall be made on an annual basis for each student requesting open enrollment.**

**\*Applications will be considered on an annual basis using a first-come, first-serve basis, with an assurance that native district students will not be displaced. Enrollment capacity will be a determining factor as part of the approval process. It should be noted that approval in a given academic year does not guarantee approval for a following year.**

**\*Previously enrolled students will have preference over first time applicants as part of the annual application process.**

**\*Interdistrict open enrollment will not be granted if the capacity of the grade level being requested meets or exceeds the capacity identified as part of this document. Total class size determinations rests solely with the administration.**

**\*No student, once accepted, shall be displaced during the academic year should enrollment exceed capacity.**

**\*Children of a district employee will be considered resident students.**

### 2023-24 Capacity Levels

Grade	Enrollment Capacity
Kindergarten	55
First Grade	55
Second Grade	55
Third Grade	55
Fourth Grade	55
Fifth Grade	55
Sixth Grade - Eighth Grade	# Enrollment capacity for such grades shall be based on administrative recommendations.
Ninth Grade - Twelfth Grade	# Enrollment capacity for such grades shall be based on administrative recommendations.

**\*The Conotton Valley Union Local School District is not required to institute any special education programs to serve transfer (open enrollment) 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. Applicant students who have an Individualized Education Program (IEP) shall not be considered for enrollment if the district is not currently providing said services found as part of the IEP. Enrollment limits per special education shall not be exceeded.**

**\*Admitted students are expected to adhere to district attendance, academic, and discipline policies and procedures. Failure to comply with such policies and procedures may at any time result in revocation of open enrollment status.**

**\*The Conotton Valley Union Local School District will not accept responsibility for the transportation of transfer students unless it is deemed practical by the administration.**

**\*Applicants may be rejected if the racial balance of either the receiving or sending district is negatively impacted.**

**\*The Conotton Valley Union Local School District may deny open enrollment of students who have been suspended or expelled for ten (10) consecutive days in the current term or preceding term.**

**\*All applicable Ohio High School Athletic Association regulations and provisions will be observed.**

***\*Any falsification of information on the application form will render the application null and void.***

Application Date \_\_\_\_\_

**INTERDISTRICT OPEN ENROLLMENT APPLICATION  
FOR ACADEMIC YEAR 2023-2024**

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

Name of Student \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ City State Zip

Phone \_\_\_\_\_  
Home Cell Work

Grade Level of Student for **2023-2024** School Year \_\_\_\_\_

Specific high school courses/classes desired:

\_\_\_\_\_

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

Current School Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Parent Signature \_\_\_\_\_

**APPLICATION MUST BE RECEIVED BY THE SUPERINTENDENT'S OFFICE NO LATER  
THAN AUGUST 15, 2023**

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**(For office use only)**

Interdistrict Enrollment Application

Received by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Principal's Signature \_\_\_\_\_ District contacted \_\_\_\_\_ Date \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason(s) \_\_\_\_\_

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No student shall be denied admission to the Conotton Valley Union Local School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex and handicap or any other basis or unlawful discrimination.