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INTRADISTRICT OPEN ENROLLMENT GUIDELINES

The Worthington Schools administration has established the following criteria and procedures pertaining to intradistrict open enrollment:

Criteria

The following criteria will be used in making a determination on permitting students to attend their school of choice within the school district:

1. Students living within the specific attendance area established by the Board of Education will not be excluded over an applicant outside the attendance area.
2. The criteria cannot be used to create racial imbalance.
3. Students applying to attend a Worthington School, other than their assigned Worthington home school, will be considered provided that the school's capacity, class sizes and educational programs can be maintained. The following criteria shall be used to facilitate that consideration:
 - a. Kindergarten through third grade, 22 to 26 students per class; open enrollment will be cut off at 24.
 - b. Fourth grade through fifth grade, 26 to 30 students per class; open enrollment will be cut off at 27.
 - c. Sixth, seventh and eighth grades, 30 students per class.
 - d. Ninth grade through twelfth grade, 30 students per class.
 - e. Students receiving special education services are required to attend the assigned Worthington school within the district where their specific special education services are provided. These services are specified in the student's IEP.
 - f. Applications will be stamped with the date & time, and if necessary, will be processed in order of arrival.
4. Applications will not be granted in instances where there is evidence of academic, athletic, or activity recruitment.
5. If a student's open enrollment is approved, transportation shall be the responsibility of the parent or guardian. Furthermore, prompt arrival to school and a high rate of attendance are required.
6. In the event that the building principal of the receiving school finds that any of the above criteria cannot be met, a conference will be held to discuss options for Open Enrollment.

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Application Procedures

1. The parent of each student must apply in writing to the principal of the school of choice for intradistrict placement and forward a copy of the request to the principal of the school where the student is currently attending. (This school is referred to as the home school.)
2. Applications for intradistrict transfer shall be limited to the start of the school year or the start of the second semester of the school year. Applications for the start of the school year should be made no later than April 5 for the following school year. Applications for a second semester transfer request should be made no later than December 1. However, applications after the deadlines may be considered if the superintendent deems it appropriate.

Determination of Eligibility

1. The principal will determine if the criteria for eligibility can be met.
2. The principal of the school of choice will notify the superintendent with a recommendation as to whether the request can or cannot be granted based upon the established criteria.
3. The superintendent or designee will make the decision whether to grant or deny the intradistrict enrollment request.

Notification

1. The superintendent will notify the principal of the school of choice, the home school principal and the parents as to whether the intradistrict placement is granted or denied.
2. The decision and notification will be made no later than 10 days before the start of the school year or second semester.

Assignment

1. Unless otherwise notified, the student's assignment to the school of choice will remain in effect through the duration of that school level; however, the assignment is subject to annual review and may be cancelled if the criteria established in these regulations cannot be met.
2. Once assigned to the school of choice, the student will remain in this assignment for at least one year or until moving to the next school level within the student's attendance area. After one year, the parents may request a transfer to a different school following the application procedures as identified in this regulation.
3. Under unusual circumstances, the superintendent may reassign the student to another building within one year if requested by the parents and the reassignment is deemed educationally necessary by the superintendent.

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Athletic Eligibility

For high school students, a transfer request granted under the intradistrict enrollment provisions may result in a loss of one year of athletic eligibility in sports previously played in high school. The enrollment of an eighth grade student into a high school other than his/her home school is not counted as a transfer. If that student chooses to return to his/her home school, it will be counted as a first-time transfer.

Notification of the Intradistrict Policy and Regulation

Parents of children in the school district and the community at large must be notified of the district's intradistrict enrollment policy and regulations no later than January 1 of each year.