

**ADMISSION OF INTERDISTRICT OPEN ENROLLMENT STUDENTS
(outside of Milford's boundaries)**

Application Process

1. Applications must be submitted for interdistrict open enrollment on the official school district enrollment form and submitted in person.
2. A separate application form must be submitted for each student who requests an interdistrict transfer.
3. Approval of students for open enrollment is at the discretion of the superintendent in accordance with the district's policies and administrative regulations.
4. A transition meeting must be held with the Superintendent/designee, principal and the family.
5. No interdistrict transfer will be permitted if the enrollment of the grade level being requested exceeds district capacity limits and educational program limits.
6. Milford Exempted Village School District will assume no responsibility for the transportation of students. Any transportation provided by the district for open enrollment students takes place within established bus routes and bus stops within the district.
7. Outside the district applications shall be on a first come, first serve basis (date/time of receipt) with an assurance that the following order for placement will be followed:
 - A. Milford Exempted Village School District resident students will not be displaced
 - B. Children of employees
 - C. Students who are members of the same family unit pursuant to Interdistrict Open Enrollment Policy
 - D. Students who are currently enrolled in the Milford School District
8. Applications must be submitted annually beginning (date to be determined each year) and all approvals will be on an annual basis in accordance with the Interdistrict Open Enrollment Policy. Special circumstances or students who are currently enrolled who move prior to October 1st may be considered for open enrollment past these established dates.
9. Students, who begin, but choose not to complete the entire school year at Milford Exempted Village School District and who return to their resident school district during that same year will not be permitted to apply for interdistrict enrollment status for the following year.

10. Any student who expects to graduate from Milford Exempted Village School District must meet all the graduation requirements established in policy by the Milford Exempted Village School District.
11. Any falsification of information on the application form will render the application null and void.

The following criteria shall be used in determining space for additional students for interdistrict open enrollment.

1. No existing program will be expanded because of interdistrict open enrollment. No program will be moved to another building to accommodate students interested in transferring to Milford Schools. No new programs will be added because of interdistrict enrollment.
2. Transfer for open enrollment purposes may not create a racial imbalance. If minority balance of either the sending or receiving school would be negatively impacted, then the superintendent shall have individual discretion in this matter.
3. Application of students outside the building attendance area will be considered for attending the school of their choice provided grade, building and program balance can be maintained. The following criteria shall be used to facilitate and maintain this requirement:
 - A. Kindergarten - **20** per class
 - B. First grade - **20** per class
 - C. Second grade - **20** per class
 - D. Third grade - **22** per class
 - E. Fourth grade - **22** per class
 - F. Fifth grade - **24** per class
 - G. Sixth grade - **24** per class
4. 7-12 Enrollment in these grades may be permissible if the superintendent or his designee notifies the family that there may be space and that they may meet with the school guidance counselor to work out an individual schedule. Enrollment in a particular class by an interdistrict student cannot cause that option to be closed to residents of the Milford School District.
5. The building capacity will be reviewed annually and appropriate changes will be made, if necessary. The capacity numbers serve as a guide.

Open Enrollment Timeline

Application Available: April of each year
No phone calls or personal meetings will be accepted

Application Cut-off: Applications must be submitted to the Superintendent's office no later than May 4, 2012

Application Approval: Requests will be acted upon (approval or denied) by May 21, 2012 with notification via letter from the Superintendent

Adoption: 7/15/2010
Revised: 8-26-2010
Revised: 1-21-2010
Revised: 4/4/2011
Revised: 6/20/2011
Revised: 11/28/2011
Revised: 12/15/2011

LEGAL REFS.: ORC 3313.97; 3313.98
Chapter 3327
(AC 3301-48-02