

REYNOLDSBURG CITY SCHOOLS
OPEN ENROLLMENT REQUEST
2023-2024 SCHOOL YEAR

The Reynoldsburg 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.

The custodial parent MUST be present when returning the application and THE FOLLOWING DOCUMENTATION IS REQUIRED in order for the application to be complete. Copies of the required documents will be made and kept in the student's file.

One application must be completed for each student who is requesting an inter-district, open enrollment transfer. Applications must be returned to the **Welcome Center**, 1555 Graham Road, **by no later than April 21, 2023**. Applications will be acted upon by July 7, 2023 and parents will be notified in writing as to their student's acceptance or denial to Reynoldsburg City School District. Applications will not be considered complete until the district has received all required documentation including discipline records. **Building assignment will be determined at a later date; but no later than August 11, 2023 (Dates subject to change).**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
NO STATUS INFORMATION will be given by phone, email, or in person.

REQUIRED STUDENT INFORMATION: These documents **MUST** be presented by the parent/guardian. **Reynoldsburg City Schools cannot request records from current school** until the student has been accepted under Open Enrollment. **NO EXCEPTIONS!!**

COMPLETE ENROLLMENT PACKET

Student's original birth certificate or Passport, green card, permanent resident card or refugee card
Copies of the birth certificate are not acceptable.

Immunization Records

If Applicable

Tuberculosis Test Results (if the child was born, has lived or traveled outside of the United States. Must show negative result.)

Parent(s) Driver's License/Photo ID

If Applicable

Student's Driver's License

Report Cards: Current (2022-23; showing 3 quarters) & Last year (2021-22) (grades K-12) **plus unofficial transcript and end-of-course test results** (required for grades 9-12 and any earlier grade level student with credit bearing courses.)

Discipline Records (for 2 years) – current year and last (22/23 & 21/22) showing detailed consequences for each offense or official notation from current school that none exist – in writing on school letterhead or a blank report.

If Applicable

IEP & ETR – identified to receive special education services. **Completed, signed copies**

If Applicable

WEP & WAP – identified to receive gifted services **Completed, signed copies**

RESIDENCY: Documentation **must** be in the name of the residential parent/guardian.

Current Lease (Parent/guardian must either be the leaseholder or confirmed occupant), **Mortgage/Property settlement or Notarized Friends & Family Affidavit.**

Utility bill / official mail (current)

PROOF OF CUSTODY: (Regardless of When or Where custody was granted) These must be the original, filed, court-stamped documents, signed by the presiding judge.

Marriage License. Only necessary if parents do not share last name or were not married at the time the child was born.

Court decree and judgement entry from divorce, dissolution, or legal separation **AND shared parenting plan** (if applicable) **in their entirety.** Only the parent/guardian awarded residential custody for school enrollment purposes may enroll the child.

Court ordered custody, if not biological parent or unmarried biological father.

Additional documents may be requested upon review of the application.

DEADLINE TO APPLY for Open Enrollment: Friday, April 21, 2023

Applications must have ALL REQUIRED SUPPORTING DOCUMENTS in order to be reviewed.
INCOMPLETE PACKETS WILL NOT BE ACCEPTED.

CRITERIA

Grade 10-12 Students will be accepted on a priority basis as follows:	Grade K-9 Students will be accepted on a priority basis as follows:
1 – Student was enrolled in the district in the previous year.	1 – Student was enrolled in the district in the previous year.
2 – Parent/guardian is a Reynoldsburg City Schools staff member	2 – Sibling is currently enrolled.
3 – Sibling is currently enrolled.	3 – Parent/guardian is a Reynoldsburg City Schools staff member.
4 – Grandparent lives within the Reynoldsburg City Schools boundaries	
5 – Parent/guardian works within the Reynoldsburg City Schools boundaries.	
6 – Parent/guardian owns property within the Reynoldsburg City Schools boundaries.	
7 – Parent is a Reynoldsburg City Schools alumnus.	
8 – The order in which applications were received.	

ADMINISTRATION OF INTER-DISTRICT TRANSFERS

- * **All APPROVED transfers will be for the 2022-2023 school year ONLY** and does not guarantee approval in subsequent years.
- * There is no guarantee that all students within a family will be approved for transfer since each application will be judged on its own merit.
- * No inter-district transfer will be permitted if the enrollment of the grade level being requested at the receiving school exceeds established capacity limits and educational program limits.
- * No student, once accepted, will be displaced from the school district should enrollment exceed the limits states above, except as a result of disciplinary action permitted by law.
- * Reynoldsburg City Schools reserves the right to change building assignments due to class size and racial balance within the requested school building.
- * Open enrollment students are expected to attend their assigned school for a full school year.
- * Enrollment in a special program (i.e. gifted, special education, other) may dictate what building a child must attend, as units are place in buildings according to space and availability. The school district may decline an applicant if the services specified in an IEP are not available or at established capacity limits in district schools.
- * Students suspended and/or expelled for 10 or more consecutive days during this school year or last school year shall not be eligible to participate in the inter-district open enrollment program.
- * Students who are accepted into the inter-district open enrollment program will abide by Reynoldsburg City Schools' code of conduct and dress code.
- * To graduate from Reynoldsburg City Schools, a student must meet all the graduation requirements established by the Reynoldsburg Board of Education.
- * Approval of student for open enrollment is at the discretion of the Superintendent in accordance with the district policies and administrative regulations.
- * Falsification of application and enrollment documents will result in rejection of an open enrollment application. This includes failure to report any change in residency or custody, with required documentation, to the Welcome Center within 10 days of the event.
- * **WAITLIST** – Applicants who do not meet the deadline or whose desired building or program is unavailable, will be placed on a waitlist. ALL APPLICANTS MUST REAPPLY THE FOLLOWING YEAR in order to be eligible for acceptance.
- * **ATHLETIC ELIGIBILITY** – It is the responsibility of the parent/legal guardian to become familiar with Ohio High School Athletic Association guidelines as to the athletic eligibility of your students. These guidelines should be considered before making application. As a general rule, other than incoming freshman, most students who do not live in the district are required to sit out one school year when transferring based on OHSAA guidelines.
- * **TRANSPORTATION WILL NOT BE PROVIDED OUTSIDE OF DISTRICT BOUNDARIES** – Transportation will be responsibility of the applicant's parent/guardian and district transportation will not occur as a result of open enrollment. Parents are expected to make sure their student arrives to school and is picked up promptly at dismissal.
- * **KINDERGARTEN APPLICANTS** – Students entering kindergarten must have met the age eligibility in their District of Residence in order to enroll in Reynoldsburg schools