

ACCEPTING APPLICATIONS FOR ADMISSIONS OF INTERDISTRICT OPEN ENROLLMENT
(for the school year 2019-2020)

April 8, 2019 through April 30, 2019

(CLOSED April 19 and 22)

Monday – Friday 8:00 a.m. – 4:00 p.m.

Application deadline: April 30, 2019 at 4:00 p.m.

**Applications must be submitted in person at the Administrative Offices:
1099 State Route 131 ~ Milford ~ OH 45150 ~ 513.831.1314**

APPLICATION PROCESS:

1. **Acceptance of kindergarten applications:** Students who do not meet their district of residence Entrance Age policy for eligibility to enroll in kindergarten will not be considered for open enrollment by Milford Schools.
2. **Application approval for grades 3 through 12:** Requests will be acted upon (approved or denied) by May 31, 2019 with notification by mail from the Superintendent. Students who are placed on a waiting list will be notified of any opening by August 3.
3. **Application approval for grades preschool through 2:** Requests will be acted upon (approved or denied) by August 5 with notification by mail and email. ***There will be no waiting list.***
4. Applications must be submitted for Interdistrict Open Enrollment on the official school district interdistrict open enrollment form and submitted in person.
5. A ***separate application form*** must be submitted for each student requesting admittance for interdistrict open enrollment.
6. Approval of students for interdistrict open enrollment is at the discretion of the Superintendent in accordance with the district's policies and administrative regulations.
7. A transition meeting must be held with the principal and the family. This meeting can be waived by the principal for students who were previously approved for open enrollment.
8. No interdistrict open enrollment will be permitted if the enrollment of the grade level requested exceeds district capacity limits and educational program limits. Students will be placed on waiting lists for specific grades **ONLY** if there is a possibility the district may add teachers based on summer resident enrollment.
9. Milford Exempted Village School District ***will not provide*** transportation for open enrolled students.
10. Applications shall be on a first come, first serve basis (date/time of application receipt) with an assurance that the order for placement will be followed:
 - a. Milford 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 (JECBB)
 - d. Students who are currently open enrolled in the Milford EVSD