

# ADMISSION OF INTERDISTRICT OPEN ENROLLMENT STUDENTS

(Outside of the Milford EVSD 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 requesting admittance for interdistrict open enrollment.
3. Approval of students for interdistrict 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. A waiver of this transition meeting may be approved for students previously enrolled through the interdistrict open enrollment option by the Superintendent or Designee.
5. 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.
6. Milford Exempted Village School District will assume no responsibility for the transportation of students. Any transportation provided by the district for interdistrict open enrollment students takes place only if there is capacity within established bus routes and bus stops within the district.
7. Applications shall be on a first come, first serve basis (date/time of receipt) with an assurance that the 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 (JECBB)
  - d. Students who are currently enrolled in the Milford EVSD
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 interdistrict 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 open enrollment status for the following year.

10. Any student who expects to graduate from the 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 open enrollment.
2. Transfer for interdistrict 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. Enrollment in grades 7 - 12 may be permissible if the Superintendent or his designee notifies the family that there may be space and that they meet with the school guidance counselor and work out an individual schedule. Enrollment in a particular class by an interdistrict open enrolled student cannot cause that option to be closed to residents of the Milford EVSD.
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 Deadline: Applications must be submitted to the Superintendent’s office by the designated date and time to meet the deadline for approval.
- Application Approval: Requests will be acted upon (approval or denied) no later than June 1 with notification by letter from the Superintendent. Students who are placed on a waiting list will be notified of any opening by August 1.

**Current Milford students moving within the school year:**

Applications for students currently enrolled in the Milford EVSD will be accepted throughout the school year if the student’s family moves out of the district. The application will be considered for acceptance according to the guidelines set forth in this regulation.

Adoption: July 15, 2010  
Revised: February 5, 2016

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