

# INTRADISTRICT ENROLLMENT

## (Within the District)

The following restrictions shall apply to the intradistrict enrollment program:

1. Applicants interested in the intradistrict enrollment plan must enter at the beginning of the school year. Students currently residing in the district will not be considered for the program after the school year begins unless special circumstances (i.e. move to a new home within the district) and the transfer is approved by the superintendent.
2. The parent(s)/guardian(s) shall be responsible for providing transportation for students attending the school of their choice, provided the school of their choice is outside the student's attendance area.
3. No student shall be accepted into the intradistrict enrollment program that has been suspended or expelled from school for at least ten consecutive days in the current semester or the immediately preceding semester.
4. No student shall be accepted into the intradistrict enrollment program that has been convicted and/or ruled a delinquent child for committing any of the crimes listed below:
  - a) Conveying deadly weapons or dangerous ordnance.
  - b) Possessing deadly weapons or dangerous ordnance.
  - c) Carrying a concealed weapon on school property or at a school function.
  - d) Trafficking in drugs.
  - e) Murder or aggravated murder.
  - f) Assault or aggravated assault.
  - g) Voluntary or involuntary manslaughter.
  - h) Rape, gross sexual imposition or felonious sexual penetration.
  - i) Complicity in any of the above offenses.

The following criteria shall be the process for applying for and processing applications to the intradistrict enrollment program:

1. No existing programs will be eliminated because of intradistrict enrollment. No program will be moved to another building to accommodate students interested in transfer. If new programs need to be implemented or programs currently in place need to be expanded, the intradistrict enrollment plan will be altered for the succeeding year.
2. Transfer for intradistrict 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 - 22 per class
  - b) First Grade - 22 per class
  - c) Second Grade - 22 per class
  - d) Third Grade - 25 per class
  - e) Fourth Grade - 25 per class
  - f) Fifth Grade - 27 per class
  - g) Sixth Grade - 27 per class
  - h) Students residing in the school attendance area and receiving Title I services may not be excluded over an applicant outside the attendance area.
  - i) The building capacity will be reviewed annually and appropriate changes will be made, if necessary. The capacity numbers serve as a guide. The transfer of a student to another school within the district should not cause the addition of staff/teachers.
4. The student, if reassigned, will remain in the school of choice for at least one year or until progressing to the next building within the student's attendance area. Upon completion of one year in attendance, the parent(s)/guardian(s) may request a transfer to a different school. In the event the parent(s)/guardian(s) request a transfer the following procedures will be followed:
- a) If the request for transfer is for another building of choice, the parent(s)/guardian(s) shall follow the application procedure as prescribed for intradistrict enrollment.
  - b) Under certain unusual circumstances, the superintendent may reassign the student to another building within one year if requested by parent(s)/guardian(s), and it is in the best educational interest of the student.
5. Students receiving special education services are required to attend the school within the district where the services specified in the student's IEP are currently available.
6. Special education students from those districts in the special education consortium in which the Milford School District is a participant shall have priority over intradistrict enrollment applicants.

The following shall be the process for selection to the intradistrict enrollment program:

- 1. The district will provide to each parent/guardian and the general public information regarding the policy and regulations pertaining to the intradistrict enrollment program during the month of March. A schedule of all important dates for intradistrict enrollment will be released to the media and published on the district website.
- 2. Parent(s)/guardians(s) of a student(s) wishing to enroll in the intradistrict enrollment program must submit a completed written application and file it with the principal of the school of their choice by a date determined annually by the Administration. Students who have been approved for intradistrict enrollment must apply each year.
- 3. The building principal of choice will notify the superintendent of the request for transfer.
- 4. The superintendent will determine the student openings available for the school year pursuant to this policy, including priority given to those students residing in the attendance area, and determine that the requests do not exceed the available seats; the superintendent will approve the placements in accordance with the criteria stated.

5. Applicants who have submitted their requests by the annual deadline determined by the Administration will be considered first. If the intradistrict enrollment application requests exceed the available seats in a particular building, the Superintendent shall place the names of these applicants on a waiting list.
6. The Superintendent will make the decision as to granting or denying the intradistrict enrollment student transfer based upon the criteria stated above.
7. Students whose applications are received by the deadline shall be assigned according to the following priority.

a) Student will be selected for building attendance according to these priorities:

Priority I ~ Students who officially reside in the assigned attendance area. These students are termed “native” students. Native students may not be refused attendance in that school regardless of building capacity. Native students additionally include those students as defined by O.R.C. 3313.64.

Priority II ~ Students who were approved for intradistrict transfer to the building of request in the current school year.

Priority III ~ Students who apply by the deadline determined annually by the Administration. The applications of these students will be time and date stamped to determine the order of acceptance for new intradistrict enrollment applications.

Parent(s)/guardian(s) of a student(s) accepted in the intradistrict enrollment program shall be notified by a letter no later than a deadline determined annually by the Administration each year. All decisions granting acceptance into the program shall be based upon conditions and facts as they exist on the determined date each year.

8. The student, once reassigned, will remain in the school of choice for at least one year. However, the building principal is authorized to revoke any intradistrict transfer as a result of attendance issues. Attendance issue is defined as twelve unexcused tardies and/or absences. Intradistrict for subsequent years may also be denied for an attendance issue as defined above. Families that move within the school year can request an application for intradistrict enrollment in order to remain in their current school. Transportation by the parent is required as well as compliance with the attendance rules.

Adopted: March 18, 1993  
Revised: April 21, 1994  
August 18, 1994  
Reviewed: 1996, 1997  
Revised: February 19, 1998  
Reviewed: 1999  
Revised: April 20, 2000  
February, 2004  
June 16, 2008  
June 20, 2011  
November 28, 2011  
March 8, 2013  
February 10, 2014