



Request for Intra-District Open Enrollment 2018-2019
 (this form is to be used by Wooster City Schools' students
 requesting a different elementary school)

Application period from May 1, 2018 – June 30, 2018

*Instructions to parents: This form must be completed by a parent or guardian and submitted to the district office. All approved transfers are subject to the following conditions: **Parents must provide transportation.** Transfers are approved for one school year. The transfer may be rescinded if (1) the receiving school develops an overcrowding problem, (2) the original condition for the transfer no longer exists, (3) or if for any other reason such action is deemed to be in the best interest of the student or the school district.*

Please print.

Please check one: <input type="checkbox"/> This is a new request <input type="checkbox"/> This is a renewal/continuation		Date	Student Social Security Number	
Student - Last name, First name, Middle Name		Gender	Date of birth	Grade in 2018-2019
Home address	City	Zip	Mailing address (if different)	
Parent/Guardian name		Home phone number	Work/cell number	
Name of neighborhood school		Name of requested school		
Does the student receive special education services?		<input type="checkbox"/> Yes: Please describe <input type="checkbox"/> No <input type="checkbox"/> IEP?		
Is the student in a gifted program?		<input type="checkbox"/> Yes: Please describe <input type="checkbox"/> No		
Reason for request:				

Email address of parent

Parent/Guardian signature

Providing false or misleading information or failure to disclose material facts regarding residence or educational needs of the student will be grounds for refusing or terminating admission.

Step 1 Reviewed/signed by Director of Elementary Education <input type="checkbox"/> Approved <input type="checkbox"/> Denied Reason: _____	
_____	_____
Director of Elementary Education	Date

Step 2 If student is served in a gifted or special education program, this form must be approved by the Director of Pupil Services <input type="checkbox"/> Approved <input type="checkbox"/> Denied Reason: <input type="checkbox"/> Overcrowding conditions; space not available <input type="checkbox"/> Program not available at requested school	
_____	_____
Director of Pupil Service's signature	Date

Student Transfer Parameters

The first priority in all cases is to serve students in each school's attendance area. If the students in a school's attendance area fill the school to its capacity, the school will not be able to take transfer students, even though they may have taken transfers in the past. With community growth it is possible that some schools may not be able to accept transfer students. Others may be able to do so on a limited basis.

After considerable study, discussion, and input as to fairness and equity for children and families, the board approved the following steps in accepting transfer students.

- a. A child of a full-time certificated or classified school employee, priority based on longevity.
- b. In-district students, priority based on longevity.
- c. Out-of-district students, priority based on longevity.
- d. In-district, new requests.
- e. Out of district new requests
- f. Requests received after the deadline, considered or placed on waiting lists in the order in which they are received.

Enrollment projections and/or pre-registration must show available space in the specific grade level or class to be requested. The first priority is to serve students in each school's attendance area. The following prioritization will be used:

Transfers are good for one year at a time and must be renewed annually. Timelines are as follows:

Elementary requests, grades K-4 for the 2018-2019 school year:

Parents requesting a student transfer from the assigned school area for the 2018 – 2019 school year may submit an Intra-District Open Enrollment form starting May 1, 2018. Letters will be emailed or mailed by July 15, 2018 notifying parents if the request has been approved or denied.