



Book	Administrative Guideline Manual
Section	5000 Students
Title	ADMISSION OF STUDENTS PARTICIPATING UNDER INTRA-DISTRICT OPEN ENROLLMENT
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5113.01 - **ADMISSION OF STUDENTS PARTICIPATING UNDER INTRA-DISTRICT OPEN ENROLLMENT**

The Marion City Board of Education believes students should be permitted to attend their school of choice within the District if there is space available. Each principal shall notify the superintendent by March 1st of the programs and classrooms which have space available for intra-district students. As such, the Board will permit students to apply for attendance at their school of choice based upon the criteria listed below.

- A. Parents requesting to have their child(ren) attend an alternative school in the district must submit an application** to the Enrollment Center (100 executive Dr. Marion, OH) no earlier than April 1st of the preceding school year. The applications can also be obtained from the school buildings. Intra-district transfer requests are approved on an annual basis. Parents already participating in the intra-district transfer program will receive a notice in March to reapply if they wish to continue the placement but applications will not be taken until April 1st and ending June 1st. Notification of the decision will be mailed to the parents no later than August 1st. Anyone denied will be placed on a waiting list and then may be notified one week before school starts.
- B. Applicants will be considered on a first-come, first-serve basis** determined by the date received by the Student Welcome Center. The following priority criteria will be used to determine enrollment applications:

1. Grade K

- a. Priority I Students officially living in the school attendance (residence) area.
- b. Priority II Students with siblings who have been accepted through intra-district.
- c. Priority III New intra-district transfer request from school district employees.
- d. Priority IV Intra-District transfer requests.

2. Grades 1-5

- a. Priority I Students officially living in the school attendance (residence) area.
- b. Priority II Students previously accepted intra-district transfer to the school.
- c. Priority III Students involuntarily transferred to the school the previous year.
- d. Priority IV New intra-district transfer requests from school district employees.
- e. Priority V Intra-District transfer requests.

C. Applicants may be rejected for one (1) or more of the following reasons:

1. If grade level/course enrollment exceeds appropriate limit. Class size enrollments will include special education students as defined by the superintendent's guidelines. Location of the special education program for a student will be decided by the placement team and be stated in the IEP.
2. If the minority balance of either the sending or receiving school would be negatively impacted. The superintendent shall have individual discretion to this matter.
3. If the student has been suspended or expelled for ten (10) or more consecutive days in the year which admission is sought or the year immediately preceding the term for which admission is requested. The superintendent shall make the final decision.

D. To prevent disruption and increase the continuity of a student's education, any student approved for a transfer must attend the respective school for the remainder of the school year. This may be changed if the parents petition the superintendent. However, the school district does reserve the right to return a student to their school of attendance (residence) area for reasons of discipline/attendance. The principal of the school that the student currently attends will recommend such action to the superintendent who will make a final decision. Before a student is returned to the school of attendance (residence) area for this reason, the parent and student will have the right to a conference with the respective school officials.

E. Students having voluntary intra-district transfer requests in process should begin or continue at their school of attendance (residence) area until the application is approved or denied.

F. For voluntary transfers, transportation is the responsibility of the parent(s).

G. Students who have been granted an intra-district transfer but move to a new address within the District during the school year may continue to attend the same school for the remainder of the school year. Students living and attending at the home school who move to an address outside of that attendance district during the school year may continue at that school for the duration of the school year without going through the intra-district transfer procedures. However, class size may necessitate a review of this placement. If the parent or guardian wants their child to continue at this school the following year, the intra-district policy and procedures apply. In all of the above cases, transportation is the responsibility of the parent(s).

H. **Parents may appeal an intra-district decision** to the superintendent within two (2) weeks of notification of the decision.

I. **Copies of the intra-district procedures shall be made available** to the parents of district students and the general public. The information will be included in the building website and newsletters, school handbook, preschool screening materials, and community media.

J. Superintendent may waive the stated enrollment deadline should extenuating circumstances exist.