

# KETTERING CITY SCHOOL DISTRICT

## ADMISSION OF STUDENTS PARTICIPATING UNDER INTRA-DISTRICT OPEN ENROLLMENT

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 that consideration:

1. Kindergarten - Twenty-one students per class
2. Grades 1 - 4 - Twenty-two students per class
3. Grade 5 - Twenty-four students per class
4. Grades 6, 7 and 8 - Predicted enrollment plus twelve students

### **Please be aware of the following conditions for Intra-District Open Enrollment:**

- Students classified as chronically tardy (10% or more tardies) or absent (10% or more absences) may be subject to being sent back to the school of residence.
- The parent agrees to provide transportation to the new school of choice
- The Superintendent, by statute, retains the authority to assign students to schools. If the need would arise, a transfer student could be reassigned back to their school of residence.
- 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.
- Applicants shall be considered on a first come - first serve basis.
- The decision of the Superintendent or his designee is final.
- If the intra-district placement is granted, the student may stay at the re-assigned school without having to re-apply each year. However, elementary students will attend the middle school within their area of residence unless a request for a school of choice is made and granted in accordance with this policy.

During the school year, the student, once reassigned, will remain in the school of choice for at least one year unless the request to transfer back to the official school of residence, in which case the following procedure will be followed assuming the transfer does not create a staffing problem.

- Any student who is approved for transfer must attend the respective school for a minimum of nine weeks. A student will not be permitted to return to the official school of residence until the end of a nine week grading period.
- Parents requesting a student return must submit, in writing, a request to the building principal in the school of attendance. The School District has the right to require that the parents and/or student confer personally with school officials if deemed necessary by the School District.

For complete information regarding intra-district open enrollment, see Administrative Guideline 5113.01

**KETTERING CITY SCHOOL DISTRICT**  
APPLICATION  
INTRA-DISTRICT OPEN ENROLLMENT REQUEST  
2021-2022

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grade 2021-2022 School Year \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Preferred Phone Numbers \_\_\_\_\_

Email Address \_\_\_\_\_

My Child's residential home school is \_\_\_\_\_ School, but I am requesting my child attend

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_

Select one box only

- I am completing this application for open enrollment for the Current **2021-2022 school year only**
- Elementary - I am completing this application for my child to be open enrolled **through end of Grade 5**
- Middle School - I am completing this application for my child to be open enrolled **through end of Grade 8**

If your child is enrolled in any special education or tutorial program, please explain below:

\_\_\_\_\_  
Transportation is not guaranteed for students accepted in the intra-district open enrollment plan. Are you able and willing to provide transportation if the district cannot transport your child to the requested school?

I will provide transportation: Yes \_\_\_ No \_\_\_

Please summarize the reasons you are requesting the transfer: \_\_\_\_\_

\_\_\_\_\_  
I have read the stipulations of the intra-district open enrollment plan and agree to abide by procedures and policies that have been established.

Parent/Guardian Signature: \_\_\_\_\_

COMPLETED APPLICATION SHOULD BE SENT TO:  
KETTERING CITY SCHOOLS  
STUDENTS SERVICES DEPARTMENT  
500 LINCOLN PARK BLVD, 3RD FLOOR KETTERING, OH 45429  
EMAIL - [julie.korosei@ketteringschools.org](mailto:julie.korosei@ketteringschools.org) FAX - 937-499-1519

*For office use only:*

Parent Notification: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
Reason \_\_\_\_\_  
Signature of Official \_\_\_\_\_  
Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ District Notifications Faxed: \_\_\_\_\_

2021-2022