

BATH LOCAL SCHOOLS

2650 Bible Road
Lima, Ohio 45801-2299
Ph: (419) 221-0807
Fax: (419) 221-0983
Email: ba_supt@noacsc.org

Guidelines for Open Enrollment

Enrollment capacities are set for each grade level, and may change each year. We are required to serve the students residing in our district first, then accept open enrollment to meet this capacity set by our district.

An application for open enrollment must be submitted each year, for each student by May 1st. Applications are accepted on a first come, first serve basis. If your child is accepted for open enrollment, you still must enroll in your district of residence.

Please fill out the attached Open Enrollment Application, and return it to Diane Armentrout, EMIS Coordinator.

Bath Local Schools
Administration Office
Diane Armentrout, EMIS Coordinator
2650 Bible Road
Lima, Ohio 45801
armentroutd@bathwildcats.org
(P) 419-221-0807 ext. 6152
(F) 419-221-0983

BATH LOCAL SCHOOLS
2650 Bible Rd., Lima, OH 45801

INTERDISTRICT OPEN ENROLLMENT APPLICATION

An application must be submitted each year.
 An application must be submitted for each student requesting an interdistrict transfer.
 Students accepted for interdistrict enrollment must enroll in their resident district.

SCHOOL YEAR APPLYING FOR _____	
Date: _____	Student SS# _____ Student Date of Birth: ____/____/____
Name of Student: _____	
Parent/Guardian's Name: _____	
Address: _____	Zip _____ Phone: _____ - _____ - _____
Present School District of Residence: (Should not be Bath) _____	
Name of School Building Presently Attending: _____	
Grade Level of Student for Upcoming School Year: _____	

Is the student enrolled in any special education or tutorial programs? NO _____ YES _____

Has the student been suspended and/or expelled in the current or previous year? NO _____ YES _____

Is transportation desired within the Bath School District? YES _____ NO _____

If yes, you will need to fill out the attached transportation form with address of BATH location.*

**Approval of your application is not a guarantee that Bath Schools can accommodate transportation.*

My signature indicates awareness that completion of this application does **NOT** provide any permission to change district attendance. It is merely a request to do so. My signature also indicates that administrators of our residing school district and the district where attendance is desired may exchange all information and records relative to my child.

Parent/Guardian's Signature _____ **Date** _____

Does this student have Siblings applying for Open Enrollment? Yes _____ No _____

*****FILL OUT A SEPARATE APPLICATION FOR EACH STUDENT LISTED BELOW*****

If yes, Name _____ Grade (next year) _____

Name _____ Grade (next year) _____

Name _____ Grade (next year) _____

Name _____ Grade (next year) _____

**APPLICATION FOR SELECTION BY FIRST COME, FIRST SERVE, AND
 MUST BE RECEIVED NO LATER THAN MAY 1st****

**Applications received after this May deadline will be reviewed on an individual basis dependent on class space availability.

FOR OFFICE USE:	
Received By _____	Date _____
Signature of Official _____	Date _____
Approved _____	Rejected _____
Reason(s) _____	

BATH LOCAL SCHOOLS INTERDISTRICT OPEN ENROLLMENT GUIDELINES

The participating boards of education believe that students should, under certain prescribed circumstances, benefit from an interdistrict, open-enrollment policy. Guidelines for the transfer of students, based upon criteria established by the schools' administration and in conjunction with recommendations from officials of the Ohio Department of Education are listed below. The specific criteria for this program shall be consistent with Ohio Revised Code 3313.97 or 3318.98.

1. Any application for an interdistrict transfer must be submitted to the Office of the Superintendent of Schools between **January** and the **1st of May**.
2. One application must be submitted for each student who requests an interdistrict transfer each year. Applications from students submitted after the **1st of May**, may be considered by the Superintendents of the sending and receiving districts.
3. No interdistrict transfer will be permitted if the enrollment of a grade level has been or will be exceeded by granting the transfer request.
4. Enrollment capacities are set for Bath Schools for grade levels and may change each year.
5. No student, once accepted by the receiving district, will be displaced for one year should enrollment exceed the limits stated above.
6. See rules regarding special education students enrollment below.
7. Applicants shall be considered on a first-come, first-served basis with an assurance that native students will not be displaced from academic programs by applicants.
8. Participating districts will accept no responsibility for the transportation of students to other districts unless it is deemed practical by the administration.

CONCLUSION OF THE SCHOOL YEAR

At the end of the third grading period, the parents of all students participating in the open enrollment program will be required to complete and return an open enrollment application for the coming school year.

NOTIFICATION

Once an applicant receives notification of acceptance, the applicant must inform the administration office of the student's commitment (that the student will be attending Bath Local Schools) within 10 days to the Superintendent's office.

SPECIAL EDUCATION REQUIREMENTS

For the purpose of accepting out of district students identified as learning disabled or developmentally handicapped under open enrollment, we establish the following class list and class size limits. This policy will enable Bath Local Schools to stay within State Department of Education guidelines when Bath students are identified and placed as learning disabled or developmentally handicapped students.

Out of District Learning Disabled and Developmentally Handicapped students will not be accepted when the special class LD and DH teacher at the elementary and middle school level is serving a total of **eight children**, or **eight children** during any one instructional period.

Out of District Learning Disabled and Developmentally Handicapped students will not be accepted when the special class LD teacher at the high school is serving a total of **twelve children**, or **eight children** during any one instructional period.

Out of District Students who are entitled to Speech/Language Services will be admitted so long as they do not exceed the case load limit which is based upon current personnel availability and will insure that all Bath students requiring these services currently as well as those who may be identified during the school year as in need of these services can be adequately served.

OPEN ENROLLMENT BUS TRANSPORTATION INFORMATION

The information on the form below is required for every student attending Bath Schools.

Students will be assigned only *one pickup and one take home location*. The only exception to this rule will be documented, court ordered shared custody.

In order for Bath Local Schools to provide a safe/quality transportation program for our students, these guidelines must be followed:

- **Pick Up and Take Home may be different locations, but must be the same everyday of the week.**
- **The information provided on this form must be current and accurate.**
- **If any changes occur during the school year a new form is required 48 hours prior to the effective date of the change.**

BUS TRANSPORTATION INFORMATION

School Year _____

Student Name _____ Grade _____

Student Home Address _____ Home Phone _____

Parent Daytime Phone _____ Emergency Contact & Phone _____

<u>Pick Up Information:</u>	<u>Take Home Information:</u>
_____	_____
Address _____	Address _____
_____	_____
Name of resident at this address _____	Name of resident at this address _____
_____	_____
Phone No. at this residence _____	Phone No. at this residence _____
Effective Date _____	Parent Signature _____

****Busing is provided where capacity allows.
If a change is needed during the school year, you must fill out another form.
Changed forms are required 48 hours prior to the effective date.***