



Book	Policy Manual
Section	Section J: Student
Title	Admission of Interdistrict Transfer Students (Interdistrict Open Enrollment Guidelines)
Code	JECBB-R
Status	Active
Adopted	May 10, 2004
Last Revised	November 13, 2023
Prior Revised Dates	03/25/2008, 07/13/2009, 06/11/2012, 06/19/2017, 05/13/2019

Admission of Interdistrict Transfer Students
(Interdistrict Open Enrollment Guidelines)

The Board believes that a student could, under certain prescribed circumstances, benefit from an interdistrict open enrollment policy. Guidelines for the transfer of students, based upon criteria established by the school administration, are listed below. The specific criteria for this program is consistent with State law.

1. Current students enrolled through this policy must submit an application for an interdistrict transfer to the Superintendent's office between April 1 and September 30 of each year for the following school year. Applications will be acted upon in a timely manner. One application must be submitted each year for each student who requests an interdistrict transfer. Copies of application and approvals are provided to the Superintendent's office of the student's district of residence. The receiving district reserves the right to assign the building.
2. No interdistrict transfer is permitted if the enrollment of the grade level, class level, building level or program level being requested at the receiving district exceeds the following:

Grade	School	Grade Level Enrollment Limit
K-1	All	18 per class
2-3	All	20 per class
4-6	All	24 per class
6-12	Middle/High School	Average class size of 135 students per grade level in grades 6-12

Individual high school class enrollment is set by available stations. Actual square footage could adjust limit per class downward in special circumstances.

3. Enrollment in a special program, i.e., gifted, learning disabilities, developmental disabled, etc., dictates which building a student must attend.
4. Applicants are considered on a first-come, first-served basis, annually, with an assurance that resident students will not be displaced and employees' children in the tuition program, per negotiated agreements, shall have preference.

Enrollment levels determine annual approval (i.e., approval one year does not guarantee approval in the future). Students previously approved as tuition students have preference over new applicants.

5. Participating districts accept no responsibility for the transportation of students to other districts.
6. If a child is currently enrolled at Logan Elm Local School District and moves out of the District, they must apply for open enrollment and are subject to the same grade level enrollment limits.