

Marion City Schools
Open Enrollment Appellant Form
(Appeal Inter-district/Intra-district Denial)

This form has been prepared to assist you in filing an appeal of the denial of an intra-district or inter-district open enrollment attendance request to the Marion City Schools Board of Education. Together, the Marion City Schools Board of Education, Dr. Ron Larussi (Superintendent), and all administrative and support staff members work together to provide every opportunity for your child(ren) to be successful.

The following materials are included:
Intra-district/Inter-district Attendance Appeal Form
and Open Enrollment Guidelines

Open enrollment guideline letters and reminders were mailed to parents/legal guardians explaining the guidelines and annual requirements for intra-district/inter-district attendance open enrollment requests for the 2021-2022 school year.

Upon receipt of the applications at the MCS Student Enrollment Center; applicants were considered on a first come, first serve basis determined by the date and time the form was received. ***(Deadline to return student intra-district applications to the Student Enrollment Center, 100 Executive Dr., Marion, Ohio was no later than Tuesday, June 1, 2021. Inter-district applications no later than Monday, August 30, 2021).***

We apologize if you did not receive information on the open enrollment guidelines. It is important to know that you must complete a new open enrollment application annually. Please take this opportunity to:

- Complete the required open enrollment application form (or attach a completed copy). Complete and include the "Intra-district/Inter-district Attendance Appeal Form", and
- Submit it directly to the Marion City Schools Enrollment Center, 100 Executive Dr., Marion, Ohio 43302.

Please be advised that the "Intra-district/Inter-district Attendance Appeal Form" must be fully completed and in the physical possession of the Marion City Schools Board of Education within fourteen (14) days of the district's action to deny your request for an intra-district/inter-district attendance permit. Completion of the appeal process does not guarantee the reversal of the denial letter you received. The results of your appeal will be sent to you as soon as possible.

Please feel free to call 740.223.3770 or 740.223.4422 should you have any further questions.

Sincerely,

Jennifer Lawson
Assistant Superintendent Marion City Schools

Intra-district/Inter-district Attendance Appeal Form

(Please Print)

This form must be filed within 14 calendar days after receiving the denial of your request for intra-district/inter-district attendance. It must be submitted with a copy of the original open enrollment application request for intra-district/inter-district attendance and a copy of your denial letter.

Today's Date: _____ Pupil's Full Name: _____

Address _____

Birthdate: _____ Present Grade: _____

School Presently Attending or Last Attended: _____ How Long? _____

Parent(s)/Legal Guardian(s) _____

Mailing Address: _____

Telephone number (Home): _____ (Work): _____

School District of Residence: _____

School District of Desired Attendance: _____

What is/are your reason(s) for requesting an intra-district/inter-district attendance request?

What is your understanding of the reason your request was denied?

I certify that I have received and read the Intra-district/Inter-district open enrollment guidelines and understand that there are certain requirements I must comply with in proceeding with this appeal. I further certify that this information is true and correct to the best of my knowledge.

Signature of Parent/Legal Guardian

Date

5113 - ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN ENROLLMENT

The Marion City Board of Education believes that students, under certain prescribed circumstances, benefit from an inter-district open enrollment policy. Guidelines for the transfer of students, based upon criteria established by the school's administration and in conjunction with recommendations from officials of the Ohio Department of Education are listed below. These guidelines are intended to be consistent with R.C. 3319.98 and the Board's policy on inter-district enrollment.

A. Applications for inter-district transfer (students from other Ohio school districts) to the Marion City School District for the following year must be submitted to the Student Enrollment Center (100 Executive Dr., Marion, OH) no earlier than April 1st of the preceding year and not later than two (2) weeks after the school year has started.

One (1) application must be submitted for each student who requests transfer. Parents already participating in the inter-district transfer program will receive notification in March to reapply if they wish to continue attending the District.

B. A student who applies for inter-district transfer will be subject to the District Inter-district Enrollment Guidelines.

C. Parents who wish their student(s) to continue to attend District schools must reapply annually. However, building assignments may be changed in subsequent years should building enrollments so dictate. There is no guarantee enrollment will be granted each year.

D. Inter-district enrollment limits may be set by grade level or on a course-by-course basis; no inter-district transfer will be permitted if the enrollment of the grade level being requested at the receiving building exceeds appropriate limits as determined by the superintendent.

E. Once a student is accepted for a given school year, he/she will not be displaced.

F. With the exception of students whose parents or legal guardians are employees of the Marion City Schools, no students will be accepted after capacity limits have been reached at the student's grade level.

G. Enrollment in a special program, i.e., gifted, LD, CD, etc. will dictate which building a student must attend as units are placed in buildings according to space availability. The District will not institute or expand any special education programs solely to accommodate transfer students.

H. All approved transfers are in effect for the current school year only.

I. Applicants should be considered on a first-come, first-served basis with an assurance that resident students will not be displaced.

J. Participants in previous programs will be given preference.

K. Transportation shall be governed by state inter-district open enrollment guidelines. Transportation (of non-handicapped students transferred out of their school attendance area at parental request) shall be the sole responsibility of their parents/guardians unless the student can be picked up and dropped off at a stop on the receiving schools regular transportation schedule.

L. Ohio High School Athletic Association (OHSAA) rules will govern all athletic eligibility decisions.

M. The Marion City Schools will deny enrollment to students who have been expelled or suspended for ten consecutive days in the current term or the immediately preceding year.

N. Instances of truancy and/or misbehavior will be handled according to the Marion City Schools' policies and procedures. Recommendations for discontinuing a student's inter-district placement should be recommended by the principal to the superintendent who will render the final decision,

O. Resident students in grades K-12 whose parents or legal guardians move from the Marion City School District into another district will be allowed to continue in the Marion City Schools for the remainder of the school year if they choose to apply for open enrollment admission.

P. Parents of each applicant will be notified whether the student may attend the District no later than August 1st. Anyone denied may be placed on a waiting list within two (2) weeks of application.

Q. Superintendents of the home districts will be notified of their residents attending the District no later than September 30th.

R. If the minority balance of either the sending or receiving school would be negatively impacted, the superintendent shall have individual discretion to this matter.

S. Superintendents may waive the stated enrollment deadline should extenuating circumstances exist.

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 Student 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 Enrollment 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 the appropriate limit. Class size enrollments will include special education students as defined by the superintendent's guideline. The 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 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.