



**\*\* Annual Notice \*\***

TO: All Parents/Legal Guardians of Elementary Students  
FR: Melissa Thompson, Assistant Superintendent, Student Services & Strategic Partnerships  
RE: Intra-District Enrollment

The South Euclid Lyndhurst Board of Education adopted an *intra-district open enrollment policy* that allows elementary students to attend the school of their choice within certain parameters. Attached, please find:

1. Guidelines for Intra-District Open Enrollment. The Guidelines explain the parameters of class size and racial balance that must be followed. They also describe the process one must go through if requesting a school other than one's home school.

Please note on Page 2 of the Guidelines, all transportation of B & C students is the responsibility of the parent(s) or legal guardian(s). Parents will not be notified until one (1) week prior to the start of school. The reason for this delay is the large number of students who enroll during the summer months.

2. Application for Open Enrollment. Parents/Guardians may apply if they wish their child to attend an elementary school other than their assigned elementary school.

**\*\* ANNUAL APPLICATION DEADLINE IS JUNE 1<sup>st</sup> at 4:00 PM\*\***

The first day applications are accepted for the next school year is April 1<sup>st</sup>. If April 1<sup>st</sup> is on Saturday or Sunday, the next business day (Monday) will serve as the April 1<sup>st</sup> deadline. ALL applications must be delivered to the Student Services & Strategic Partnerships (SS & SP) office, Monday through Friday, 8:00 AM to 4:00 PM. Applications submitted by fax or email will not be accepted. The SS & SP staff will record ALL applications received by the June 1<sup>st</sup> deadline with an electronic date and time stamp. Applications will not be accepted after the June 1<sup>st</sup> deadline. If June 1<sup>st</sup> is on Saturday or Sunday, the next business day (Monday) will serve as the June 1<sup>st</sup> deadline.

If you change your mind after applying to our office and wish to rescind the application, please notify my office at (216) 691-2020 so we may cancel your request.

Thank You.



## **SOUTH EUCLID LYNDHURST BOARD OF EDUCATION**

### **STUDENTS**

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#### Intra-District Enrollment

The South Euclid Lyndhurst Board of Education approves the following guidelines effective July 1, 1993. These will permit any eligible student in the district to apply for enrollment in any district program or school, providing the student's application meets the requirements of the State and the conditions established in district guidelines. The district will inform residents every year regarding the intra-district open enrollment policy.

#### Guidelines

- 1) All students in the South Euclid Lyndhurst City Schools will be designated as an A, B or C student.
- 2) A students are those students who reside within the current boundaries of their home elementary school.
- 3) B students are those students, other than special education students, who are currently attending an elementary school other than their home school.
- 4) C students are those students who currently attend their home school, but wish to attend a different elementary school for their coming school year.

A students will have priority when it comes to assignment. Those students who reside within the elementary school boundaries that they wish to attend will be placed first.

B students will have second priority of assignment. They will be allowed to continue in an elementary school other than their home school as long as racial balance and class size limitations are not violated. Assignments of B students that would require additional staff and/ or upset the racial balance within a school will not be permitted.

C students will be assigned on a space-available basis as long as the racial balance is preserved and class size limitations are not violated.

All assignments of B and C students are year to year. Each student must reapply each year in order to be considered for placement in the school of their choice. Failure to do so will result in that student reverting to an A student in the school building of residence. Applications will be filled on first-received, first-placed basis. A B student who has previously attended a particular school will have priority over a newly applying B student. Parents will be notified of placement or rejection of their application one week prior to the start of school. This is due to the large number of new students who register in our district in August of each year. All transportation of B students is the responsibility of the parent(s) or legal guardian(s).



## STUDENTS

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#### Racial Balance

Minorities refer to African-American, Asian-American, Hispanic-American or Native-American students.

State intra-district open enrollment law requires districts to adopt procedures to insure that an appropriate racial balance is maintained in the district schools. For purposes of this policy, racial balance will be considered to be preserved as long as a school's minority student population does not vary more than plus or minus 15 percentage points from the district average for minority students. Applications of students to participate in the intra-district open enrollment program will be denied if such participation will result in a violation of this 15-percentage-point standard. If a building already exceeds the 15-percentage-point standard and pupil movement under this program would further aggravate the situation, applications will also be rejected.

#### Class Size

No B or C student will be assigned to a classroom that has more than 22 students registered. A students will continue to be eligible for a classroom of more than 22 students. Every effort will be made to keep class sizes the same as in previous years. Determination of the number of classes at a grade level or in a school building shall be a function of school officials. Nothing in this policy should be considered to restrict that authority. Budgetary or other factors may make it prudent to reduce the number of classes at a grade level in a school thereby requiring B students to be returned to their home schools for the following year and the rejection of all new applications.

#### Application Procedure

Those families who are interested in enrolling their child in a building other than their home school must complete the application form and return it to the SS & SP office by **June 1<sup>st</sup>** of each year. A separate form must be filled out for each child. Upon receipt of this form, the SS & SP Designee will notify both the home school administrator and the recipient school administrator of the request. The application will be stamped with the date and time received and held until such time as a decision is made. Parents will be notified in writing approximately one (1) week prior to the start of school by the SS & SP Designee regarding the assignment of their child for the upcoming school year. If a child is denied the desired assignment, the reason for denial will accompany this letter.

#### Special Education Students

Due to the nature of services necessary as part of an IEP, special education students who request an intra-district transfer from their home school to a district school must meet the federal guidelines related to special class size. No special education student will be allowed to attend a school other than their home school if such transfer would result in the inability to meet goals and objectives on their IEP. Federal law demands that special education students be educated in the least restrictive environment. The least restrictive environment for all students is their home school in a regular education program. Any deviation from this must be done on a case-by-case basis. Any special education student who currently receives services in a building other than their home school and wishes to attend their home school must go through an IEP process. If appropriate services cannot be delivered in the home school, the student will remain in the school where services are being delivered.

R.C. 3313.97



**APPLICATION FOR INTRA-DISTRICT ENROLLMENT – SEL SCHOOLS**  
**APPLICATION DEADLINE: June 1<sup>st</sup>**

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_

Grade Level Next School Year: \_\_\_\_\_

Old Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Student's Current School of Attendance: \_\_\_\_\_

School Student Should Attend Next Year (Home School): \_\_\_\_\_

Desired School of Attendance Next Year (Requested School): \_\_\_\_\_

SIS#: \_\_\_\_\_

**Student's Race:**

African-American \_\_\_\_\_ Hispanic-American \_\_\_\_\_ Asian-American \_\_\_\_\_ Native-Indian \_\_\_\_\_ Caucasian \_\_\_\_\_ Other \_\_\_\_\_

Is this student a special education student? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please check the area of disability:

- |  |  |
|--|--|
| <input type="checkbox"/> Learning Disabled           | <input type="checkbox"/> Developmentally Handicapped     |
| <input type="checkbox"/> Severe Behavior Handicapped | <input type="checkbox"/> Orthopedically Handicapped      |
| <input type="checkbox"/> Other Health Impaired       | <input type="checkbox"/> Visually Impaired               |
| <input type="checkbox"/> Hearing Impaired            | <input type="checkbox"/> Speech/ Language Handicapped    |
| <input type="checkbox"/> Multi-Handicapped           | <input type="checkbox"/> Autistic                        |
| <input type="checkbox"/> Traumatic Brain Injured     | <input type="checkbox"/> Preschool Child with Disability |

Work telephone number of Parent or Legal Guardian, if applicable: \_\_\_\_\_

E-Mail address of Parent or Legal Guardian, if applicable: \_\_\_\_\_

Name of Parent or Legal Guardian (please print): \_\_\_\_\_

Signature of Parent or Legal Guardian: \_\_\_\_\_

For Office Use Only:

**Office of Student Services Staff: Please Use Electronic Time and Date Stamp to Record Application Submission.**

Approved: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Reason, if denied: \_\_\_\_\_

Signature: \_\_\_\_\_, SS & SP Assistant Superintendent or Designee Date: \_\_\_\_\_