



Fairfield City School District
4641 Bach Lane • Fairfield, Ohio 45014
Phone (513) 829-6300 • Fax (513) 829-0148

RELOCATION

2018-2019

Dear Parents and Students:

We understand that sometimes circumstances require a family to relocate outside of our district over the summer or during the school year. To assist your family, we have developed the following procedure.

If your child has been living in Fairfield, is currently enrolled in Fairfield City Schools as a resident student, and desires to stay in the district even though residence is changing to another school district, you may fill out a **RELOCATION OPEN ENROLLMENT** application. Students applying for relocation open enrollment must have uninterrupted enrollment in Fairfield City Schools during the current year and previous semester. They cannot withdraw, enroll in another district and then apply to come back under relocation open enrollment. **Accepted relocation applicants will be considered open enrollment students from that date forward and must submit RENEWAL OPEN ENROLLMENT applications each year thereafter in the specified timeframe*.**

Relocation applications should be submitted to the principal of your child's building. The principal will review the application and you will be notified of acceptance or denial in a timely manner. If you are accepted, you **MUST** provide proof of residency for your new address to the Student Registration Center.

The policy and administrative regulations for Open Enrollment apply to Relocation Open Enrollment Applications and are included in this packet. Please read over these thoroughly and familiarize yourself with the information. It is important to note that transportation is not provided for students living outside of the district. Also, all previous school fees must be paid in full for consideration in Open Enrollment.

Sincerely,

Billy Smith
Superintendent

BS/ai

Attachments: Board Policy JECBB
Administrative Regulations JECBB-R
Relocation Open Enrollment Application Form

***Dates renewal applications accepted for 2019-2020 school year: April 11 - May 31, 2019, weekdays 8:00-4:00 P.M. Applications must be submitted in person at Fairfield Administration Building (4641 Bach Lane).**

ADMISSION OF OPEN ENROLLMENT STUDENTS
(INTERDISTRICT TRANSFER)

The Fairfield City School District Board of Education permits any student from any other district in the state to apply and enroll in the District schools free of any tuition obligation, provided that all procedures and requirements as outlined in the administrative regulations are met. Requirements include:

1. application procedures, including deadlines for application and notification to students of acceptance or rejection and the superintendents of other districts whenever another district's student's application is approved;
2. procedures for admission;
3. District capacity limits by grade level, school building and educational program are determined. No new programs or units will be added and no existing programs or units will be expanded. The number of openings in a particular program for students from other Ohio districts will be determined by optimum size for a particular program, classroom/school building or grade level which is the number of students that can be accommodated without increasing District expenditures for staff, space or equipment.
4. resident students and previously enrolled district students have preference over first-time applicants;
5. no requirements of academic, athletic, artistic or any other skill or proficiency;
6. no limitations on admitting students with disabilities, unless services required in an IEP are not available with existing personnel or resources in the district or enrollment limits for special education are exceeded;
7. no requirement that the student be proficient in the English language;
8. no rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by a district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought and
9. procedures to ensure maintenance of an appropriate racial balance in the District's schools.

Fairfield City School District cannot refuse to accept the credits earned by students who have participated in open enrollment, neither will the Board adopt a policy that discourages resident students from participating in open enrollment.

Applications must be submitted for renewal each school year in the specified timeframe.

If a student transfers (changes) high schools at any time after establishing eligibility as a ninth grader (either by attending a school for five days or playing in a fall sport prior to the beginning of school), the student is INELIGIBLE at the new high school for the first fifty percent (50%) of the maximum allowable regular season contests in those sports in which the student participated during the twelve(12) months immediately preceding this transfer. (Further information and exceptions contained in Ohio High School Athletic Association bylaws.)

Adoption date: September 25, 1995; revised April 19, 2012; revised March 21, 2013; revised February 20, 2014

LEGAL REFS.: ORC 3313.97; 3313.98 (Chapter 3327)
OAC 3301-48-02

ADMISSION OF OPEN ENROLLMENT STUDENTS
(INTERDISTRICT TRANSFER)

Application Process

1. Applications must be submitted for open enrollment on the official school district enrollment form and submitted in person during the set dates.
2. A separate application form must be submitted for each student who requests open enrollment.
3. Approval of students for open enrollment is at the discretion of the superintendent in accordance with the district's policies and administrative regulations.
4. Open Enrollment applications shall be on a first come, first serve basis (date/time of receipt) with an assurance that the following order for placement will be followed:
 - a. Fairfield City School District resident students will not be displaced
 - b. Children of employees
 - c. *Current Fairfield City School District students who have moved out of the district
 - d. Open Enrollment students who completed the previous school year
 - e. Students who are members of the same family unit pursuant to Open Enrollment Policy
 - f. New Open Enrollment applicants

**Applicants falling under item c. are students who have been living in Fairfield, are currently enrolled in Fairfield City Schools as a resident student, and desire to stay in the district even though residence is changing to another school district. The students must have uninterrupted enrollment in Fairfield City Schools during the current year and previous semester. They cannot withdraw, enroll in another district and then apply to come back under relocation open enrollment. Accepted relocation applicants will be considered open enrollment students from that date forward and must submit renewal applications each year in the specified timeframe.*

Applicants falling under items d., e., and f. must submit their applications during the specified timeframes to be eligible.
5. No open enrollment transfer will be permitted if the enrollment of the grade level being requested exceeds district capacity limits and educational program limits
6. Students wishing to enroll as open enrollment transfers must pay all required student fees. Failure to pay required fees or qualify for a waiver will prohibit open enrollment for future school years.

7. Students accepted into the open enrollment program must submit a renewal application every year during the specified timeframes. All approvals will be for one year only in accordance with the Open Enrollment Policy.
8. Any student who expects to graduate from Fairfield City School District must meet all the graduation requirements established in policy by the Fairfield City School District.
9. Any student accepted under open enrollment shall be enrolled in the grade in which they are eligible. Students will not be retained or advanced in admission, even at parent request.
10. Fairfield City School District will assume no responsibility for the transportation of Open Enrollment students. After students in grades K-10 are approved for Open Enrollment, transportation may be provided by the district within its established bus routes and bus stops, if space is available. Arrangements should be made through the Director of Transportation. No transportation is provided for students in grades 11-12.

Restrictions

1. No students shall be accepted into the Open Enrollment program if they have been suspended from any school for ten consecutive days in the current semester or the immediately preceding semester.
2. No students shall be accepted into the Open Enrollment program if they have been expelled from any school in the current semester or the immediately preceding semester.
3. No student shall be accepted into the Open Enrollment program who has been convicted and/or ruled a delinquent for committing any of the crimes listed below:
 - a. Conveying deadly weapons or dangerous ordnance
 - b. Possessing deadly weapons or dangerous ordnance
 - c. Carrying a concealed weapon on school property or at a school function.
 - d. Trafficking drugs
 - e. Murder or aggravated murder
 - f. Assault or aggravated assault
 - g. Voluntary, or involuntary manslaughter
 - h. Rape, gross sexual imposition or felonious sexual penetration
 - i. Complicity in any of the above offenses.
4. No new student shall be accepted under open enrollment into a class, course or program that is not housed within the Fairfield City School District or is administered by another educational entity. These alternative placements would require the district to add or expand programs or units for those students, which is prohibited by board policy.
5. Students, who begin, but choose not to complete the entire school year at Fairfield City School District and who return to their resident school district during that same year will

not be permitted to apply or be accepted for open enrollment status for the following year.

Revocation

1. Enrollment of an open enrollment student may be revoked as a result of poor attendance. Poor attendance is defined as any student who has met the state defined threshold of habitual truancy and has been placed on an Attendance Intervention Plan.
2. Enrollment of an open enrollment student may be revoked as a result of repeated or serious violations of the student code of conduct, including a ten day suspension/expulsion.
3. Any falsification of information on the application form will render the application null and void and constitute grounds for revocation of the open enrollment.

Criteria for Determining Space Availability

The following criteria shall be used in determining space for additional students for open enrollment:

1. No existing program will be expanded because of open enrollment. No program will be moved to another building to accommodate students interested in transferring to Fairfield City Schools. No new programs will be added because of open enrollment.
2. Transfer for open enrollment purposes may not create a racial imbalance. If minority balance of either the sending or receiving school would be negatively impacted, then the superintendent shall have individual discretion in this matter.
3. 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 and maintain this requirement:
 - a. Kindergarten - 22 per class
 - b. First grade - 23 per class
 - c. Second grade - 23 per class
 - d. Third grade - 24 per class
 - e. Fourth grade - 24 per class
 - f. Fifth grade - 24 per class

Prior to the start of the school year, the district reserves the right to reassign elementary students (K-5) participating in open enrollment to another elementary school should enrollment numbers demand such a change.

4. Enrollment in grades 6-12 may be permissible if the superintendent or his designee notifies the family that there may be space and that they may meet with the school guidance counselor to work out an individual schedule. Enrollment in a particular class by an open enrollment student cannot cause that option to be closed to residents of the Fairfield City School District.
5. The building capacity will be reviewed annually and appropriate changes will be made, if necessary. The capacity numbers serve as a guide.

Evaluation

An annual evaluation of the impact of the Open Enrollment Policy will be completed by the superintendent including educational outcomes, costs and revenue.

Open Enrollment Timeline

Applications may be found on the district website (www.fairfieldcityschools.com) or at the Fairfield Administration Building. No phone calls or personal meetings will be accepted.

New and renewal applications accepted yearly from the first Thursday in April following Spring Break through the last Friday of May.

Issued: April 19, 2012; revised March 21, 2013; revised August 23, 2013; revised February 20, 2014, February 24, 2015, February 28, 2018



**FAIRFIELD CITY SCHOOL DISTRICT
RELOCATION OPEN ENROLLMENT APPLICATION
(Available for Current Resident Students Moving Out of District Only)**

School Year: 2018-2019

Application Date _____

Relocating Student

Grade Level for 2018-19 School Year _____

Name of Student _____ Birthdate _____

Parent/Guardian's Name _____ Employee of FCSD Yes No

Home Phone _____ Cell Phone _____ Work Phone _____

Address on file _____ City _____ Zip _____

New Address _____ City _____ Zip _____

(Proof of residency for new address must be provided to Student Registration Center.)

Move Effective Date: _____ New Address is in the school district of: _____

Parent Email Address _____

Has your child had **uninterrupted** enrollment in Fairfield City Schools in the current school year and previous semester?
 Yes No

Student ID# _____ *(All previous school fees must be paid prior to acceptance in Open Enrollment)*

List names of brothers and/or sisters also applying for Open Enrollment in grades K-12 (must have separate application for each student):

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Does your child receive any special education services? Yes Current IEP is on file Yes N/A

(For students entering 4th grade only) Has your child met the promotion score on an ODE approved assessment to advance to 4th grade? Yes No

Has this student been suspended (**10 consecutive days**) or expelled from school within the last school year?

Yes (if yes, reason: _____ Date: _____) No

School Being Requested:

Central Elementary (Gr. K-5)

Compass Elementary (Gr. K-5)

East Elementary (Gr. K-5)

North Elementary (Gr. K-5)

South Elementary (Gr. K-5)

West Elementary (Gr. K-5)

Creekside Middle School (Gr. 6-8)

Crossroads Middle School (Gr. 6-8)

Freshman School (Gr. 9)

Senior High School (Gr. 10-12)

(For High School students only) Current number of high school credits _____ Transcript is on file. Yes

(For students in grades 6-12 only) Does student have a class schedule in place? Yes No



**FAIRFIELD CITY SCHOOL DISTRICT
RELOCATION OPEN ENROLLMENT APPLICATION
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ALL ITEMS MUST BE ANSWERED: Please check "N/A" (Not Applicable) if question does not apply to this student.

1. I have read the Board's policy and regulations on open enrollment and agree to abide by the policies. Yes
2. I understand that transportation is **not** provided with this program and that it is my responsibility to transport my child. Yes
3. I understand the approval of my request will be for the 2018-2019 school year only and **renewal applications must be submitted in person each year hereafter during the specified times to continue in Fairfield City Schools.** Yes N/A (if student is senior)
4. I understand that my child, as a current student in Fairfield City Schools, must have all school fees paid in full prior to acceptance in Open Enrollment. Yes

By signing, I certify that all information contained in this application is true and complete, and I understand that the falsification of any of the above information will void this application and/or the enrollment of my child in the Fairfield City School District.

By signing, I agree that I have received, read and understand Fairfield Board Policy JECBB and administrative regulations/procedures JECBB-R.

Signature of _____ Date _____
Parent/Guardian _____

Application should be submitted to the building principal of applicant's school.

Office Use Only

Fees/Fines Owed: _____

Special Notes: _____

Approved _____ Rejected _____

Reason(s) Rejected _____

Principal's Signature _____ Date _____

Superintendent's Signature _____ Date _____

Parent Notification Letter Mailed: _____

Copied for EMIS

Date/Time Received:

Copied for File