



Fairfield City School District

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

NEW APPLICANT

2019-2020 School Year

Applications* for new and renewal students will be accepted April 11 - May 31, 2019.
Deadline for applications is May 31, 2019, 4:00 P.M.

Dear Parents and Students:

Thank you for considering the Fairfield City School District as your school of choice for the coming school year. To assist you in making your decision about Open Enrollment, please thoroughly read our district regulations included in this packet.

The dates for submitting applications are shown above. *Applications must be submitted in person at the Fairfield Administration Building (4641 Bach Lane). No mailed, faxed or emailed applications are accepted. Applications will not be accepted outside of this time period.

Unfortunately, not everyone applying for Open Enrollment will be accepted. Our spaces available are limited, and applications will be considered on a first come, first served basis. All applicants will be notified of acceptance or denial no later than August 14th.

Should you have any questions regarding Open Enrollment, please feel free to contact us at (513) 858-8567.

Sincerely,

A handwritten signature in black ink that reads "Billy Smith". The signature is written in a cursive style with a large initial "B" and "S".

Billy Smith
Superintendent

BS/ai

Attachments: Administrative Regulations JECBB-R
Open Enrollment Application Form JECBB-E

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. PreSchool/PreKindergarten - 16 per class
 - b. Kindergarten - 22 per class
 - c. First grade - 23 per class
 - d. Second grade - 23 per class
 - e. Third grade - 24 per class
 - f. Fourth grade - 24 per class
 - g. Fifth grade - 24 per class

Prior to the start of the school year, the district reserves the right to reassign elementary students (PreK-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, February 7, 2019



FAIRFIELD CITY SCHOOL DISTRICT
OPEN ENROLLMENT APPLICATION School Year: 2019-2020

File: JECBB-E

____ New Student Application Date _____

____ Renewal Student Student's Grade in 2019-2020 _____

Name of Student _____

Birthdate _____

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

Home Phone _____ Cell Phone _____ Work Phone _____

Address _____ City _____ Zip _____

Parent Email Address _____

Student's School District of Residence _____

Did student attend Fairfield City Schools for the 2018-2019 school year? ____ Yes (Student # _____)
(For Open Enrollment renewals - All school fees (2018-2019 and before) must be paid or qualify for waiver prior to submission of application)

List names of brothers and/or sisters also applying for Open Enrollment (in grades PreK-12): *(Must have separate application for each child.)*

	<u>New</u>	<u>Renewal</u>
Name _____ Grade in 2019-2020 _____	_____	_____
Name _____ Grade in 2019-2020 _____	_____	_____
Name _____ Grade in 2019-2020 _____	_____	_____

If all children in the family applying for Open Enrollment are not accepted, will you accept partial placement?
 ____ Yes, I will accept placement of any of my children applying.
 ____ No, I will only accept placement if all of my children are placed.

Does your child receive any special education services? *(Current IEP/504 must be attached for NEW applicants only.)*
 ____ Yes ____ No

(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, _____ Date _____ Reason)* ____ No

School Being Requested *(Please number the grade-appropriate schools in order of preference.)*

- | | |
|-----------------------------------|---|
| ____ Central Elementary (Gr. K-5) | ____ Creekside Middle School (Gr. 6-8) |
| ____ Compass Elementary (Gr. K-5) | ____ Crossroads Middle School (Gr. 6-8) |
| ____ East Elementary (Gr. PreK-5) | |
| ____ North Elementary (Gr. K-5) | ____ Freshman School (Gr. 9) |
| ____ South Elementary (Gr. K-5) | ____ Senior High School (Gr. 10-12) |
| ____ West Elementary (Gr. PreK-5) | |

Office Use Only
Line Number _____
Date/Time Stamp:



FAIRFIELD CITY SCHOOL DISTRICT
OPEN ENROLLMENT APPLICATION School Year: 2019-2020

File: JECBB-E

For High School Students entering 10th-12th grade: (Transcript must be attached for **NEW** students only.) Expected number of high school credits at the end of 2018-2019 school year _____

All Applicants:

Briefly describe why you want your child to attend Fairfield City Schools? (You may attach additional sheet for extra space.)

All Applicants: Please check "N/A" (Not Applicable) if question does not apply to this student.

1. I understand that transportation is not provided with this program and that it is my responsibility to transport my child. Yes
2. I understand the approval of my request will be for one school year only and applications must be submitted each year during the specified times to continue in Fairfield City Schools. Yes
3. I understand that if my child is a current student in Fairfield City Schools (renewal), all school fees must be paid in full prior to acceptance in Open Enrollment. Yes N/A
4. I understand that a current IEP/504 must accompany this application if my child is a NEW applicant and is receiving Special Education Services. Yes N/A
5. I understand that a current high school transcript must accompany this application if my child is a NEW applicant and is applying for admittance to Fairfield Senior High School, grades 10-12.
 Yes N/A
6. I understand that if my child is accepted as a NEW Open Enrollment student in grades 10-12, OHSAA eligibility rules will apply in athletics.
 Yes N/A

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 administrative regulations/procedures JECBB-R.

Signature of _____ Date _____
Parent/Guardian

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