

CLYDE-GREEN SPRINGS EVS

Intra-District Enrollment Policy

The Clyde-Green Springs Board of Education believes that whenever possible, students should be permitted to attend their school of choice within the district. The law mandates that district-wide distribution be provided. As such, the Board will permit students to apply for attendance at their school of choice, if outside their assigned area, based upon criteria established by the school administration.

1. Any application for an intra-district transfer must be submitted on an official form (I-D E) to the Clyde-Green Springs Board of Education office **between April 1st and no later than 4 p.m. on April 29th**.
2. Applications will be acted upon at the end of the school year and notification will be given during the summer months.
3. No intra-district transfer will be permitted if the grade level being requested at the receiving school exceeds the following:

<u>Grade</u>	<u>Enrollment Limit</u>
K-2	20
3	25

(These limits were determined by administration discussion, set by board action, and are reviewed annually. These are limits for accepting parental requests, but do not limit the maximum numbers of students in a classroom.)

4. The only exception to Rule #3 will be:
 - If there is at least a two student disparity (grade ratio) between the receiving and home school, the enrollment limits will be waived.
5. Enrollment in a special program (i.e. SLD, ID, etc.) will dictate which building a student will attend.
6. Students requesting intra-district transfers for medical reasons will be given priority on all requests and the superintendent has the authority to allow medical transfer requests to exceed the stated enrollment limits.
7. Transportation of students transferred at parental request shall be the sole responsibility of the parent; however, existing bus routes may be utilized when convenient to assist parents in this process.
8. The Board of Education reserves the right to assign students to a building at the time a student first enters the district, or when grade levels are restructured due to an imbalance of enrollment or change in staffing.
9. Administration reserves the right to add or reduce classrooms as necessary dependent on enrollment. These changes will be made prior to processing of transfer requests.
10. Continuation of yearly intra-district requests will be based on balancing of class sizes (see Rules 3-4.) **If initially approved, parents of kindergarten students must re-apply for their child's first grade school year, but may not be guaranteed continuation of district enrollment request.**

I-D E

CLYDE-GREEN SPRINGS INTRA-DISTRICT ENROLLMENT REQUEST APPLICATION

NOTE: One student per application, please.

Date _____

Student Name _____ Date of Birth _____

Address _____ Telephone # _____

Parents/Guardian Name (where student resides) _____

Grade enrolled (current school year): ____ Pre-Kdg; ____ Kdg; ____ 1; ____ 2

Present Building (please circle): Clyde Elementary Green Springs Elementary

Building requested for next school year (please circle): Clyde Elementary Green Springs Elementary

Brothers/sisters of student requesting transfer. Please give name, grade, and building (if K-5.)

Transportation is not guaranteed for students accepted in the intra-district enrollment plan. Are you able and willing to provide transportation if the district cannot transport your child to the requested school?
____ No ____ Yes

Please summarize the reason(s) you are requesting this transfer (use back of form if necessary):

I have read the stipulations of the intra-district open enrollment plan and agree to abide by the procedures and policies that have been established.

Signature _____ Date _____

Please return this application no later than 4 P.M. on April 29th to:

Superintendent
Clyde-Green Springs BOE
106 S Main St
Clyde OH 43410