The Board believes students should be permitted to attend their school of choice within the District. As such, the Board will permit students to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria shall include:

1. Application procedures, including deadlines for application and for notification of students and principals of alternative schools whenever a student’s application is accepted. Only students wishing to attend another school need apply.

2. Procedures for admitting applicants to other schools including but not be limited to:
   a. establishing District capacity limits by grade level, school building, and education program;
   b. requiring students enrolled in a school building or living in the attendance area of the school building established by the Superintendent or Board be given preference over applicants;
   c. ensuring that an appropriate racial balance is maintained in the District schools.

The District notifies the Ohio Department of Education (ODE) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODE upon request.

Compliance with this policy is reported to the ODE by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Adopted 3/25/91
Adopted 1/10/96
Reviewed 6/13/05
Reviewed 6/18/12
Revised 8/5/19