

INTERDISTRICT ENROLLMENT PROCEDURE

1. Applications for interdistrict transfer (students from other Ohio school districts) to the District for the following school year must be submitted to the Student Information Office no earlier than April 1 of the preceding school year. One application must be submitted for each student who requests transfer. Applications for the current school year are accepted on a continuing basis. Parents already participating in the interdistrict transfer program will receive notification in March to reapply if they wish to continue attending the District.
2. Interdistrict transfer will be permitted only if the average enrollment district-wide of the grade level being requested does not exceed the levels established by the Intradistrict Enrollment Guidelines.
3. Applicants will be considered on a first-come, first-served basis with the assurance that the district's resident students and students who have previously been accepted for interdistrict transfer will not be displaced.
4. Applicants for interdistrict transfer may be rejected if the racial balance of either the sending or receiving district would be negatively impacted.
5. A student who applies for interdistrict transfer will be subject to the District's Intradistrict Enrollment Guidelines.
6. Once a student is accepted for a given school year by the receiving school district, he/she will not be displaced should enrollment exceed the approved limits.
7. Parents who wish their students to continue to attend District schools must reapply annually. However, building assignments may be changed in subsequent years should building enrollments so dictate.
8. Upon request of a parent, transportation for non-handicapped transfer students will be provided from established pick-up and drop-off points serving the assigned school.
9. A District student who requests and is approved for transfer to another Ohio school district and who actually begins attending classes in that district may not return to the District during that school year.
10. The District will not institute or expand any special education programs solely to accommodate transfer students.
11. Student athletes from any district in Ohio are subject to the Ohio High School Athletic Association's by-laws and District's rules governing eligibility.
12. The Superintendent may deny enrollment if an applicant has been suspended or expelled for ten or more consecutive days during the semester preceding the semester for which admission is sought.
13. Instances of truancy and/or other misbehavior will be handled according to the Findlay City Schools' policies and procedures. Recommendations for discontinuing a student's interdistrict placement should be made by the Principal to the Superintendent who will render the final decision.

14. Parents and/or guardians of resident students in grades K-8 who move out of this district must complete open enrollment paperwork at the Welcome Center and grades 9-12 students at the Findlay High School office.
15. Parents of each applicant will be notified whether the student may attend the District no later than August 1st. Anyone denied may be placed on a waiting list and may be notified one week before school starts.
16. Superintendents of the home districts will be notified of their residents attending the District no later than September 30th.

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