

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

Guidelines for the transfer of students, based upon criteria established by the District's administration and in conjunction with a recommendation from officials of the Ohio Department of Education, are listed below. These guidelines are consistent with State law.

1. Any application for an interdistrict transfer must be submitted to the Director of Student Services beginning on April 1 through April 30. Applications are acted upon by June 15. The EMIS director notifies parents and principals after the application's acceptance or rejection. Parents are notified by mail. Copies of the application and approval are provided to the Superintendent's office of the student's district of residence.
2. One application must be submitted for each student who requests an interdistrict transfer.
3. Requests will be considered based on:
 - A. the number of students already assigned to the appropriate grade level and program, and established class size limitations and
 - K-2 21:1 average per teacher per building
 - 3-6 23:1 average per teacher per building
 - 7-12 24:1 average per class
 - K-12 special education shall be eight (8) less than State Maximum in every area.

Regular classrooms filled by teachers funded with non-general operating dollars for the purpose of reducing class size will not be included in the class size calculation, meaning both the teacher and students in the reduced size class will be eliminated from the calculation.
 - B. maintaining an appropriate racial balance.
4. Enrollment levels determine annual approval. Parents must reapply each forthcoming school year.
5. ~~Students native to the Middletown City School District and students~~ Students whose parents are full-time employees of the District will be selected first for available openings. Selection will be based on the number of years a student has previously attended the school being requested. Once students have been grouped by previous years of attendance, a lottery selection process will be used. If the number of students requesting open enrollment exceeds the number of spaces available at a particular grade level, the lottery will determine a waiting list for

possible future openings for that school year. ~~Once students native to the District have been placed, students from outside the District will be selected following the steps outlined above.~~

6. No student, once accepted by the receiving district, will be displaced during that school year unless the student fails to comply with school rules of the district.
7. Enrollment in programs such as Job Training (career technical), Gifted and Talented Enrichment, Specific Learning Disabilities, Emotional Disturbance Developmentally Disabled, etc., dictate which building a student must attend. The District is not required to institute any special education programs to serve transfer students. Enrollment limits per special education unit shall not be exceeded.
8. Students who have been accepted from another district who have been suspended or expelled are not permitted to return to their district of residence during the time of the suspension or expulsion. Students must comply with the school rules of the district in which they are enrolled. Failure to comply with school rules ~~during the first month of enrollment~~ constitutes a student's return to his/her home district.
9. Students participating in extracurricular activities, including athletics, meet must all District and OHSAA requirements for participation.
10. The parent/guardian is responsible for providing transportation to and from the regularly assigned bus stops or pick-up points of the District.

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