

**INTRA-DISTRICT (*living within BGSD*) TRANSFER STUDENTS
for Bowling Green School District Elementary Students
ADMINISTRATIVE REGULATIONS/APPLICATION PROCESS**

Parents/guardians of students residing within the Bowling Green City School District may request that their child(ren) attend an alternative school by submitting a written intra-district request form, **in person, from April 1-June 10 to the Office of the Superintendent** for *each* child. The superintendent, in accordance with state law and administrative regulations, reserves the right to return students to their attendance/enrollment area school.

Applicant must provide proof of residence at this time, i.e., dated utility billing. (Driver's license is not sufficient for this purpose.) Also, it is the parent/guardian responsibility to notify the school of any change of address for the student that occurs during the school year.

1. Who should apply?

- Parent/guardian of children entering kindergarten and/or students currently in kindergarten through fifth grade attending a school of the attendance/enrollment area in which they reside may apply for an alternative elementary school for the next school year by completing the intra-district enrollment form during the open period between April 1-June 10.
- If your child's intra-district request was approved **after** the start of the current school year, complete this form for the next school year.
- If a child(ren) is attending his/her neighborhood/enrollment area elementary school and **moves outside** of this neighborhood/ enrollment area and wishes to remain at this particular school the following year(s), the parent/guardian must also request an intra-district transfer.

2. What are some of the reasons for denial of an intra-district application?

- a. Applicants may be denied for one or more of the following reasons, as provided by Section 3313.97 of the Ohio Revised Code.
- 1) If grade level/course capacity reaches reasonably accepted limitations. (Grade level, building and program balance will be maintained. Class sizes will be distributed equitably, as much as practicality permits, across all elementary buildings.)
 - a) These limitations shall take into consideration the special education students being included in or mainstreamed into regular classrooms. (Students receiving special education services will continue to be assigned to schools where the services specified in the student's individualized education program are available.)
 - b) Administration reserves the right to add or reduce class size as dictated by enrollment to minimize busing of students from one elementary attendance area to another.
 - c) For intra-district enrollment planning purposes, a cap of eighteen (18) students per classroom will be in place.
 - 2) If a student enrolled or living in the attendance area of a school building would have to be displaced.
 - 3) If a student has been suspended or expelled (or expulsion or suspension has been initiated) during the school year in which the application has been made.
 - 4) If a minority balance of either the sending or receiving school would be negatively impacted.
- b. Falsification of any data requested will result in immediate revocation/denial of transfer request.
- c. If transportation arrangements cannot be made by parent/guardian that insures regular, timely attendance, the child(ren) will be returned to his/her neighborhood/enrollment school.

3. What about transportation?

Transportation of approved students transferred to an alternate school **at parent/guardian request shall be the responsibility of the parent/guardian in accordance with Ohio Revised Code #3313.97 (D).**

4. When will the parents/guardians be notified if their child(ren)'s application has been approved?

The district will determine the number of transfer requests that can be accommodated. Factors that will affect the decision include, but are not necessarily limited to Section 2 above, the ability to accommodate transfers without the necessity of adding staff, and the number of neighborhood/enrollment students who move into the district over the summer. The Superintendent shall notify parent/guardian if the child(ren)'s intra-district application has been approved or denied **during the second week of August**. The final decision on all student placements rests with the Superintendent of Schools.

5. What if the student was approved last school year?

EFFECTIVE THE 2013-2014 SCHOOL YEAR: Children who **currently** attend an alternative school (other than their attendance/enrollment area school) will need to re-submit an application each successive school year. As noted above, the Superintendent reserves the right to return students to their attendance/enrollment area school. All attempts will be made to keep your child(ren), who have been previously approved, at their present assignment.

FOR STUDENTS WHO LIVE INSIDE BG SCHOOL DISTRICT

For School Year: _____ / _____

INTRA-DISTRICT (*living within BGSD*) TRANSFER STUDENTS for Bowling Green School District Elementary Students ADMINISTRATIVE REGULATIONS/APPLICATION PROCESS

EFFECTIVE THE 2013-2014 SCHOOL YEAR: If your child's intra-district (elementary schools transfer within BGSD) request was previously approved **prior** to the start of the present school year, you must re-submit an application if your child does not attend in their attendance/enrollment area school. All attempts will be made to keep your child(ren), who have been previously approved, at their present assignment.

I, the parent/guardian, have read and understand:

- 1. The open enrollment period is **April 1 - June 10** and that applying is not a guarantee for intra-district transfer and the application may be denied. Initial: _____
- 2. This is a parental/guardian request for an alternate school; transportation is the parent/guardian responsibility in accordance with ORC 3313.97(D). I can insure regular, timely attendance for my child. Initial: _____
- 3. I am to provide proof of residence, i.e. dated utility billing, upon submitting this application form, in person, to the Office of the Superintendent. (Driver's license is not sufficient for this purpose.) This proof will be duplicated by office staff and attached to the application form. Initial: _____
- 4. I will be notified of the Superintendent's decision during the second week of August. Initial: _____

Student Name _____ Date of Birth _____

Social Security Number _____ Neighborhood/Enrollment School of Residence _____

Student Currently Attending _____ School and is currently in Grade _____

Intra-district Transfer Request or Alternate School: First choice: _____ Second choice: _____ (For Next Year's Grade Level _____)

Comments/Rationale: _____

Please indicate if the student *has ever* or is currently receiving special services, i.e., IEP, 504... in child's educational experience. Attach most current IEP and/or other pertinent documentation.

- Learning Disabled Developmental Handicap Multiple Handicap Emotionally Disturbed Speech Handicap
- Title I Remedial Other (Specify, i.e., health, hearing, visual, ...) _____

If no to the above, please indicate if any process for special needs services has been initiated for this student. _____ Yes _____ No

Please indicate if the student has been expelled or suspended (or expulsion or suspension has been initiated) within the last 12-month period. _____ Yes _____ No

Parent(s)/Legal Guardian Name _____ Telephone # (Work) _____

HOME Address _____ Telephone # (Home) _____

PO Box _____ Apt. # _____ City State Zip _____

Parental/Guardian Signature indicates that he/she has read and understood all of the administrative regulations and application process and all information provided to the district is correct. Falsification of any data requested will result in immediate revocation / denial of this request.

Parent/Guardian Signature: _____ Date: _____

Office Use Only:

Date Student Inter-District Transfer Form Received in Superintendent's Office: _____ By: _____

Confirmation that Parent/Guardian has read, understood, and initialed/signed form: Y N Proof of residence attached: Y N

Dispensation: Denied Approved for school year 20__-20__ Must reapply for next school year. Approved for remainder of 20__-20__ school year; Must reapply for next school year.

School Assignment: _____ Conneaut _____ Crim _____ Kenwood

Official Signature _____ Date _____