



Dr. Phil Cagwin, Superintendent

Holly J. Cahall, CPA, Treasurer

Central Office

500 Yankee Road
Monroe, OH 45050
513-539-2536
513-539-2648

Spring 2017

Monroe Sr. High

220 Yankee Road
Monroe, OH 45050
513-539-8471
513-539-8474

Dear Parents and Students,

Thank you for considering Monroe Local Schools as your school of choice for the 2017-2018 school year. To assist you in making your decision about open enrollment, there is some information that is very important for you to consider if you are planning to participate in extra-curricular activities. Please see the Ohio High School Athletic Association website (<http://www.ohsaa.org>) for information pertaining to eligibility to participate in any extra-curricular activity

Monroe Jr. High

210 Yankee Road
Monroe, OH 45050
513-539-8471
513-539-8474

Application packets can be submitted for consideration beginning April 20, 2017, at 8:00 AM at the Board of Education Administration office, 500 Yankee Road, Monroe, Ohio 45050.

Sincerely,

Monroe Elementary

230 Yankee Road
Monroe, OH 45050
513-539-8101
513-539-8151

Dr. Phil Cagwin
Superintendent

PC/mh

Monroe Primary

225 Macready Ave
Monroe, OH 45050
513-360-0700
513-360-0720

**MONROE LOCAL SCHOOL DISTRICT
INTERDISTRICT OPEN ENROLLMENT**

The Monroe Board of Education shall permit any student from any district in the state of Ohio to apply and enroll in the district's schools free of any tuition obligation, provided that openings are available and that all procedures as outlined in the administrative regulations are met.

1. Application forms shall be available upon request at the Monroe Local School's Board of Education Office, 500 Yankee Road, Monroe, Ohio 45050 and on our website at www.monroelocalschools.com.
2. Applications for all students will be accepted beginning April 20, 2017 and ending June 30, 2017 at 3:00 PM. Applications will be processed in the order in which they are received, in person only. All individual applications will be date/time stamped when presented at the Board of Education Office. **Applications received by mail, email or fax will not be accepted.**

Guidelines for the transfer of students are summarized below. These guidelines are consistent with the O.R.C. 3313.98, and also the Monroe Local Schools Open Enrollment Policy 5113. The complete policy and administrative guidelines may be found on our website.

- The number of openings in a particular program for students from other Ohio districts will be determined by optimum size for a particular program, classroom/school building, or grade level which is the number of students that can be accommodated without increasing District expenditures for staff or equipment. At no time will a resident student be denied enrollment in a grade, building, or program due to established capacities having been reached through inter-district open-enrollment.
- Applications from students from other Ohio districts will not be considered until June 15th
- No inter-district transfer will be permitted if the enrollment of the grade level being requested at the receiving district exceeds the contractual limits.
- The order and preference will be:
 1. Students currently attending in the Monroe School District, tuition enrollment or open-enrollment from any other district in the State of Ohio in the current school year.
 2. Students that are members of the same family unit (brothers and sisters) of students who attend the Monroe School District, tuition enrollment or open-enrollment from any other district in the State of Ohio in the current school year.
 3. School age children of full-time employees in contiguous or non-contiguous school districts.
 4. Students who were previous applicants but were denied acceptance for open-enrollment due to previous year's class size, building or program capacity limits.
 5. First time student applicants for the coming school year.
- Applications from tuition students and any adjacent district or other school district students previously enrolled under the provisions of this guideline or Board Policy 5113 shall be given priority over applications from new students from other Ohio districts. **Each open enrolled student must file a Request to Return form yearly with updated information.**
- Enrollment in programs such as Job Training (vocational), Gifted and Talented Enrichment, Specific Learning Disabilities, Severe Behavior Handicapped, Developmentally Handicapped, etc. will 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.
- The final date for considering applications for students from other Ohio districts is August 1. The applications of students from other Ohio districts shall be revoked in reverse order of acceptance (last in-first out) if enrollment, at any time prior to the start of the school year, of a new home-school student or an application from a tuition student brings the enrollment of District students in optimum size. No student, once accepted by the receiving district, will be displaced during that school year.
- Applications from students from other Ohio districts who have an I.E.P. shall not be considered if the District is not currently providing the services called for in the I.E.P.
- The parents of the student from another Ohio district as well as the principal of his/her home school will be notified of their acceptance by the Superintendent within 5 days of action being taken. **Once the acceptance letter has been mailed, the student will have ten (10) days in which to accept and must notify the Monroe School District of their intent to enroll in Monroe Schools under open enrollment. Failure to do so will result in a reversal of acceptance.**

If the grade level capacity is reached, open enrollment will not occur for that grade level for that year.
- The District shall not discriminate against any disabled students (IDEIA or 504). The District shall not be required to provide any services or adapt any facilities not already provided disabled resident students.
- Students requiring special education services which are offered in the Monroe Local School District will be obligated to attend the school building where the services specified in the students' IEP are available. Enrollment limits per special education unit shall not be excluded.
- The parent/guardian will be responsible for providing transportation to and from the regularly assigned bus stops or pick-up points of the Monroe Local School District.
- Applications from students from other Ohio districts may also be rejected if the student has been suspended or expelled for ten (10) consecutive days or more during the semester of application of the preceding semester.
- Students who have been accepted from another district that have been suspended or expelled may return to their district of residence if accepted by that district. Failure to comply with school rules during open enrollment will constitute a student's return to his/her home district.
- OHSAA athletic eligibility guidelines and district athletic policies will be in effect. Students will not be permitted to participate in practices until a release is approved by the OHSAA due to potential liability of the Monroe Local School District Board of Education.

**MONROE LOCAL SCHOOL DISTRICT
INTERDISTRICT OPEN ENROLLMENT APPLICATION
(Students living outside the Monroe Local School District)**

Student's Name _____ Date of Birth _____

Student's Address _____ Telephone _____

City/Zip Code _____

Was this student enrolled in Monroe Local Schools during the last 9 weeks of the 2016-17 school year? Yes No

Does student have a sibling currently open enrolled in Monroe Schools? _____

If yes, name of sibling: _____

Parent's/Guardian's Name _____ Work No. _____

School District of Residence _____

School Student is Currently Attending _____

Address _____ Telephone _____

- (1.) If for specific high school courses, please list desired courses.
- (2.) If for vocational programs, please list courses and levels.

Current Grade _____ Grade for Upcoming School Year _____

*** No student shall be accepted if he/she has been suspended or expelled for ten (10) or more consecutive days in the school year in which admission is sought or the school year immediately preceding the term in which admission is sought.**

Yes No **Has this student been suspended or expelled for 10 consecutive days during the school year in which admission is sought or the school year immediately preceding the term in which admission is sought?**

It will be the responsibility of the parent/guardian to provide transportation to the designated building or bus stop. The Monroe Local Schools Board of Education has designated 2 pickup points to be located within the Monroe School district.

Please check only if your child is currently receiving the following special services:

- | | |
|------------------------|---------------------------------------|
| ____ Preschool Program | ____ Speech and Language Therapy |
| ____ SLD Tutoring | ____ Adapted Physical Education |
| ____ SLD Resource Room | ____ Occupational Therapy |
| ____ DH Class | ____ Physical Therapy |
| ____ MH Class | ____ Gifted and Talented Program |
| ____ OH Class | ____ Job Training Vocational Programs |
| ____ SBH Class | ____ Visually Handicapped |
| ____ ELL Services | |

Parent's Guardian's Signature

Date

Superintendent

Date [] Approved
[] Rejected

Applications will be processed in the order in which they are received (first come, first serve). Requests will be acted upon by June 30. Parents will be notified of approval or non-approval by mail. **This form must be returned in person to the Office of the Superintendent, located at 500 YANKEE ROAD. Applications that are received by mail will not be accepted. Open enrollment applications must be filled out each year to be considered for open enrollment the following year. Space is limited.**