

ADMISSION OF OPEN ENROLLMENT STUDENTS  
(INTERDISTRICT TRANSFER)

Application Process

1. Applications must be submitted for open enrollment on the official school district enrollment form. New and renewal applications must be submitted in person to the Fairfield Administration Building (4641 Bach Lane) during the set dates. Applications will not be accepted outside of this time period. No mailed, faxed or emailed applications are accepted.
2. A separate application form must be submitted for each student who requests open enrollment.
3. Approval of students for open enrollment is at the discretion of the superintendent in accordance with the district's policies and administrative regulations.
4. Open Enrollment applications shall be on a first come, first serve basis (date/time of receipt) with an assurance that the following order for placement will be followed:
  - a. Fairfield City School District resident students will not be displaced
  - b. Children of employees
  - c. \*Current Fairfield City School District students who have moved out of the district
  - d. Open Enrollment students who completed the previous school year
  - e. Students who are members of the same family unit pursuant to Open Enrollment Policy
  - f. New Open Enrollment applicants

*\*Applicants falling under item c. are students who have been living in Fairfield, are currently enrolled in Fairfield City Schools as a resident student, and desire to stay in the district even though residence is changing to another school district. The students must have uninterrupted enrollment in Fairfield City Schools during the current year and previous semester. They cannot withdraw, enroll in another district and then apply to come back under relocation open enrollment. Accepted relocation applicants will be considered open enrollment students from that date forward and must submit renewal applications each year in the specified timeframe.*

*Applicants falling under items d., e., and f. must submit their applications during the specified timeframes to be eligible.*

5. No open enrollment transfer will be permitted if the enrollment of the grade level being requested exceeds district capacity limits and educational program limits
6. Students wishing to enroll as open enrollment transfers must pay all required student fees. Failure to pay required fees or qualify for a waiver will prohibit open enrollment for future school years.

7. Students accepted into the open enrollment program must submit a renewal application every year during the specified timeframes. All approvals will be for one year only in accordance with the Open Enrollment Policy.
8. Any student who expects to graduate from Fairfield City School District must meet all the graduation requirements established in policy by the Fairfield City School District.
9. Any student accepted under open enrollment shall be enrolled in the grade in which they are eligible. Students will not be retained or advanced in admission, even at parent request.
10. Fairfield City School District will assume no responsibility for the transportation of Open Enrollment students. After students in grades K-9 are approved for Open Enrollment, transportation may be provided by the district within its established bus routes and bus stops, if space is available. Arrangements should be made through the Director of Transportation. No transportation is provided for students in grades 10-12.

#### Restrictions

1. No students shall be accepted into the Open Enrollment program if they have been suspended from any school for ten consecutive days in the current semester or the immediately preceding semester.
2. No students shall be accepted into the Open Enrollment program if they have been expelled from any school in the current semester or the immediately preceding semester.
3. No student shall be accepted into the Open Enrollment program who has been convicted and/or ruled a delinquent for committing any of the crimes listed below:
  - a. Conveying deadly weapons or dangerous ordnance
  - b. Possessing deadly weapons or dangerous ordnance
  - c. Carrying a concealed weapon on school property or at a school function.
  - d. Trafficking drugs
  - e. Murder or aggravated murder
  - f. Assault or aggravated assault
  - g. Voluntary, or involuntary manslaughter
  - h. Rape, gross sexual imposition or felonious sexual penetration
  - i. Complicity in any of the above offenses.
4. No new student shall be accepted under open enrollment into a class, course or program that is not housed within the Fairfield City School District or is administered by another educational entity. These alternative placements would require the district to add or expand programs or units for those students, which is prohibited by board policy.
6. Students, who begin, but choose not to complete the entire school year at Fairfield City School District and who return to their resident school district during that same year will

not be permitted to apply or be accepted for open enrollment status for the following year.

### Revocation

1. Enrollment of an open enrollment student may be revoked as a result of poor attendance. Poor attendance is defined as unexcused absences exceeding twelve (12) days per school year. Three tardies equal one day absent per Board policy JED.
2. Enrollment of an open enrollment student may be revoked as a result of repeated or serious violations of the student code of conduct, including a ten day suspension/expulsion .
3. Any falsification of information on the application form will render the application null and void and constitute grounds for revocation of the open enrollment.

### Criteria for Determining Space Availability

The following criteria shall be used in determining space for additional students for open enrollment:

1. No existing program will be expanded because of open enrollment. No program will be moved to another building to accommodate students interested in transferring to Fairfield City Schools. No new programs will be added because of open enrollment.
2. Transfer for open enrollment purposes may not create a racial imbalance. If minority balance of either the sending or receiving school would be negatively impacted, then the superintendent shall have individual discretion in this matter.
3. Application of students outside the building attendance area will be considered for attending the school of their choice provided grade, building and program balance can be maintained. The following criteria shall be used to facilitate and maintain this requirement:
  - a. Kindergarten – 22 per class
  - b. First grade – 23 per class
  - c. Second grade – 23 per class
  - d. Third grade – 24 per class
  - e. Fourth grade – 24 per class

Prior to the start of the school year, the district reserves the right to reassign elementary students (K-4) participating in open enrollment to another elementary school should enrollment numbers demand such a change.

4. Enrollment in grades 5-12 may be permissible if the superintendent or his designee notifies the family that there may be space and that they may meet with the school guidance counselor to work out an individual schedule. Enrollment in a particular class by an open enrollment student cannot cause that option to be closed to residents of the Fairfield City School District.
5. The building capacity will be reviewed annually and appropriate changes will be made, if necessary. The capacity numbers serve as a guide.

#### Evaluation

An annual evaluation of the impact of the Open Enrollment Policy will be completed by the superintendent including educational outcomes, costs and revenue.

#### Open Enrollment Timeline

Applications may be found on the district website ([www.fairfieldcityschools.com](http://www.fairfieldcityschools.com)) or at the Fairfield Administration Building. No phone calls or personal meetings will be accepted.

New and renewal applications accepted yearly from the first Thursday in April following Spring Break through the last Friday of May. New and renewal applications are only accepted at the Fairfield Administration Building (4641 Bach Lane).

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