

# Wayne Trace Local School District Administrative Guidelines

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## **5113 - INTER-DISTRICT OPEN-ENROLLMENT**

Inter-district open enrollment at Wayne Trace Local Schools refers to enrollment to or from any school district in Ohio.

The following procedures will govern inter-district open enrollment:

- A. School-aged students whose parents reside in the state of Ohio will be notified annually through news releases of the opportunity for inter-district open enrollment into Wayne Trace Local Schools.
- B. Parents must submit Form 5113F1 to the Wayne Trace Local Superintendent no earlier than April 1 and no later than June 1 of each year. Parents will be notified by July 1 of each year of their application being accepted or denied. Once accepted, the student will attend the district for the full school year.

"In special or unusual circumstances, the Superintendent may waive the required June 1 date in the above paragraph."

- C. Transportation will be provided with the school District under the following procedures:
  - 1. the pick-up and drop-off should be at a regular bus stop location within the District, if possible; (The District reserves the right to insure a student will not be unattended, such as leaving a student at an intersection or being left at an unsafe drop-off within District borders.);
  - 2. the Transportation Director shall require open enrollment students to be transported to District borders and shall arrange with the parent or guardian appropriate pick-up and drop-off stops; and
  - 3. students attending one of the two elementaries will be provided transportation only within that building's attendance area (This means parents must transport to District routing borders of the school of attendance.)

- D. Applications will be considered in the order received.

- E. Class size limits will be based on enrollment as of the first (1st) day of June and will be as follows:

K-3 Both Buildings	24 Average Per Room
4-6 Both Buildings	25 Average Per Room
7-12 Jr.-Sr. High School	25 Average Per Room

Vocational Home Economics and 3 Less than State Maximum  
Vo Ag

Special Education 3 Less than State Maximum

Students with an IEP will be accepted only if the required services are already provided.

- F. Applicants will not be approved if the student has been suspended or expelled for ten (10) or more total days by the District of residence during the school year in which the application is made.
- G. Applicants may be rejected if a racial balance plan would be negatively affected.
- H. Applications and acceptance will be for one (1) year at a time. Resident students will not be displaced from any classes. Previously approved open enrollment students will be given a preference over new applicants but acceptance the previous year does not guarantee approval. Students attending Wayne Trace Local Schools the previous year but who become open enrollment the subsequent year because of a move, shall, in instances, be given enrollment preference over new applicants if space and the behavior of a student are both acceptable.

**WAYNE TRACE LOCAL SCHOOLS**  
**INTER-DISTRICT OPEN ENROLLMENT APPLICATION**  
**2019-2020 SCHOOL YEAR**

New Application \_\_\_\_\_ Today's Date \_\_\_\_\_  
Renewal \_\_\_\_\_

Student's Full Name (including middle name) \_\_\_\_\_

Address (include P.O. Box) \_\_\_\_\_  
\_\_\_\_\_

County of Residence \_\_\_\_\_

Telephone # \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Student's DOB \_\_\_\_\_ Student's City of Birth \_\_\_\_\_

Gender (circle one): Male Female

Nationality (circle one): White Asian Black, Non-Hispanic Hispanic Indian/Alaskan  
Multiracial Pacific Islander Other \_\_\_\_\_

Student's Grade Level for 2019-2020 School Year \_\_\_\_\_

School District where you reside \_\_\_\_\_

Wayne Trace Building Requested for 2019-2020 School Year \_\_\_\_\_

Will student be attending Vantage Career Center for 2019-2020 \_\_\_\_\_

Reason(s) you wish to transfer to Wayne Trace: \_\_\_\_\_  
\_\_\_\_\_

Please list name and grade of siblings \_\_\_\_\_  
\_\_\_\_\_

\*\*Special Programs Needed: Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, circle program: Speech Hearing Impairments Visual Impairments Autistic  
Specific Learning Disabilities Designated Handicapped Multiple Disabilities

**\*\*Special Programs information will be verified with the School District  
in which you reside PRIOR to application approval.**

I understand the Inter-District Open Enrollment guidelines.

\_\_\_\_\_  
Parent/Guardian Signature  
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**WAYNE TRACE LOCAL SCHOOL - OFFICE USE ONLY**

Date AND Time Received \_\_\_\_\_ Initials \_\_\_\_\_

Accepted \_\_\_\_\_ Rejected \_\_\_\_\_

Special Programs Verified \_\_\_\_\_ Reason Rejected \_\_\_\_\_

For School Year \_\_\_\_\_ SSID # \_\_\_\_\_

Building \_\_\_\_\_ Grade Level \_\_\_\_\_

Effective Date (if other than first day of school) \_\_\_\_\_



**BUS TRANSPORTATION FORM**  
**2019-2020 School Year**

Transportation for open-enrolled students will be provided based on the following criteria/guidelines:

- **Bus stops for open-enrolled students will be located at a stop currently servicing residential students or at a location within the district borders that does not cause re-routing of a regular bus run.**
  
- Locations and availability of stops may change year to year due to changes in bus routes and Wayne Trace reserves the right to change open-enrolled bus assignments at any time during the year based on the needs of residential students / bus capacity / route efficiency.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Will student be seeking transportation by bus to and from Wayne Trace Local Schools?   YES      NO

Parent/Guardian Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Bus stop location / other students at bus stop:

\_\_\_\_\_

\_\_\_\_\_

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WAYNE TRACE LOCAL SCHOOL – OFFICE USE ONLY

A.M. \_\_\_\_\_

P.M. \_\_\_\_\_