

# OPEN ENROLLMENT

## Procedures and Rules for Applicants

---

Review the following procedures and rules then complete the enclosed application and return to:

**Rittman Schools, 100 Saurer Street, Rittman, OH 44270**

All applications that are incomplete or incorrect will not be processed. The submission of an application signed by the student's parents/guardian will mean that the student and the parent/guardian have read, understood and accept the rules as contained in this document.

Once a student has been accepted by the Rittman Exempted Village Schools, the student is expected to remain in the district for the entire school year. Parents/guardians are also required to contact the school district in which the student resides. Please be prepared to have proof of residency, birth certificate, immunization records and custody papers (if applicable).

### Application Approval

Applications for open enrollment will be approved or denied on the following basis:

- Space:** Open enrollment limits will be set by the Rittman School District based on grade level, program and classroom capacity. All approved applications are in effect for the current school year only, will be reviewed each year for future eligibility.
- Behavior:** An applicant may be rejected if the applicant was suspended or expelled by any district the applicant attended for five (5) or more consecutive days in the term for which admission is being sought or the term immediately preceding the term for which admission is sought.
- Attendance/Tardiness:** Excessive absences and tardiness will not be tolerated and may result in open enrollment being denied the following school year.
- Change of Address:** If at any time during the school year there has been a change of address, it is essential that you notify the school office of that change. You must complete a new application if your district of residence changes.
- Transportation:** The Rittman School District accepts no responsibility for transportation of students coming to Rittman Schools from another district unless it is deemed practical by the Rittman Schools' Administration.
- Special Education:** Students with disabilities may apply for open enrollment. The Student Service Department will review all applications involving special education students to determine if needed services are available.
- A copy of the student's current I.E.P. (Individualized Education Plan) and M.F.E. (Multi-Factored Evaluation) must be provided before any application is considered.
- If it is discovered after registration that the student has an active I.E.P. that student may be returned to the resident district if appropriate accommodations cannot be provided.
- Athletic Eligibility:** The Ohio High School Athletic Association rules will determine athletic eligibility. Questions concerning eligibility should be directed to the Association.

The Ohio High School Association  
4080 Roselea Place  
Columbus, OH 43214  
(614) 267-2502

### **Notification:**

You will be notified by letter and/or phone call prior to the beginning of the school year provided the open enrollment application has been received prior to August 1st. Superintendents may, by mutual agreement, waive the stated enrollment deadline up to the first full week of October, should extenuating circumstances exist.