

**ZANE TRACE LOCAL SCHOOLS  
INTERDISTRICT OPEN ENROLLMENT  
GUIDELINES**

1. Any Application for an interdistrict transfer must be submitted to the Superintendent's Office between **April 2nd and May 1st**. However, applications received after May 1<sup>st</sup> will be considered on a case by case basis. **Parents must enroll students between June 1st and before the first day of school.** *Failure to do so will indicate a withdrawal of the application, and the enrollment spot will be released to other applicants.* **One application must be submitted for each student who requests an interdistrict transfer.** Application forms are available in the Superintendent's Office, Principal's Office or online at **[www.zanetrace.org](http://www.zanetrace.org)**.
2. No interdistrict transfer will be permitted if the enrollment of the grade level being requested exceeds available openings as determined by Board policy and program capacity limits established by the Ohio Department of Education.
3. When the receiving district reviews the application they shall inform the student of the pre-requisites for each program or course of study in which enrollment is sought. No Ohio district student will be enrolled in a program or course of study who has not met the pre-requisites established for district students and tuition students. Enrollment levels will determine annual approval.
4. Any Ohio district students' applications shall be revoked in reverse order of acceptance (last in, first out) if enrollment, at any time, of a new native student brings the enrollment of district students to optimum size. However, any Ohio district students who have begun the program shall be allowed to complete the semester or the school year.
5. Students in special programs, gifted, multi-handicapped, hearing handicapped, etc., may be rejected for inter-district transfer if the services described in the student's IEP are not available in the receiving district's schools. Enrollment limits per special education units shall not be exceeded.
6. Other enrollment factors being equal, any Ohio district students will be accepted on the basis of the date and time of receipt of application. Revocations of the application or transfers back to the adjacent district student's home school will be in reverse order of date and time received.
7. The district shall not discriminate against any disabled students. The district shall not be required to provide any services or adapt any facilities not already provided disabled, resident native students. If an adjacent district student becomes disabled under section 504 or the staff finds out that an adjacent district student is in need of services in accordance with an IEP, it will provide appropriate services. The student, however, must agree to attend the district school at which the needed services are currently available. If any services must be obtained elsewhere, the Superintendent shall notify the adjacent district to determine if it wants to arrange for the services or have the district arrange for them at the adjacent district's expense.

8. Zane Trace Local School District may provide transportation to open enrollment students only within the same manner and routes under which it transports its native students as long as capacity allows. The transfer student's family must provide for the transportation of the transfer student to an existing bus stop within the attendance area of the school the student would be attending. Additionally, the transfer student's family shall be responsible for the monitoring of that student's safety and well-being while waiting for the bus to arrive in the morning and after being dropped off from the bus in the afternoon.
9. Applicants may be rejected if the racial balance of either the sending or the receiving school district would be negatively impacted.
10. Applications may be rejected if the student has been suspended or expelled for ten (10) or more days during the semester of application of the preceding semester.
11. Athletic eligibility complies with state regulations and the provisions set forth by the Ohio High School Athletic Association.
12. Once approved for enrollment, all rules, regulations, and policies of the Zane Trace Local School District shall apply to open enrollment students to the same extent as they apply to native students.
13. **All applications must be resubmitted annually. Re-enrollment is not automatic from school year to school year.**
14. No native student will be displaced at any time during the school year to make room for transfer students.
15. The Zane Trace Local School District reserves the right to revoke the admission of any interdistrict open enrollment student who violates any provision of this policy.

**2018-2019 INTERDISTRICT OPEN ENROLLMENT APPLICATION**

Note: This application must be returned by **May 1st to the Superintendent's Office**. Application can be mailed to Zane Trace Local School District, 946 SR 180, Chillicothe, OH 45601 or emailed to lkoker@ztlisd.org or faxed to 740-773-0249. Please print information. **Only ONE child per application form accepted.**

Date \_\_\_\_\_ Student's Social Security Number \_\_\_\_\_ Ethnicity \_\_\_\_\_

Last Name of Student \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Birth City \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_

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

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Are you presently an Open Enrollment student in the Zane Trace School District: Yes \_\_\_ No \_\_\_

Have you ever been enrolled at Zane Trace? Yes \_\_\_ No \_\_\_

**Present School District of Residence** \_\_\_\_\_

Grade level of student for the **2018-2019** school year \_\_\_\_\_

Is student enrolled in any special education or tutorial program? \_\_\_\_\_

If yes, please explain (Please attach I.E.P.) \_\_\_\_\_

Name of School District requested: \_\_\_\_\_

Has student been suspended or expelled during the **2017-2018** school year: \_\_\_\_\_

If yes, how many days? \_\_\_\_\_ Reason(s) \_\_\_\_\_

I certify, by my signature, that the information presented above is accurate and understand that actions taken by the Zane Trace Local School District may be changed, if it is found that any of this information is inaccurate, misleading or incomplete.

Signature of Parent or Guardian \_\_\_\_\_



Application must be received no later than **May 1<sup>st</sup>**.



For Office Use Only (Receiving District)

Received By \_\_\_\_\_ Date \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ Reasons \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Letter to parent	
Notified Res. School	
Copy to ZT Building	
Add to Spreadsheet	

**ZANE TRACE LOCAL SCHOOL DISTRICT  
PARENT AGREEMENT TO AN INTERDISTRICT**

**OPEN ENROLLMENT**

1. Our child may not be admitted or may need to be transferred back to his/her home school at the end of the semester or the school year, if the maximum number of enrollments in the classroom or program she/he is attending become filled by students of that school district or by tuition students.
2. If our child should require special education services or a reasonable accommodation for a Section 504 disability, she/he may be transferred to a special education unit within our cooperative, special needs agency, or back to the resident district.
3. We shall provide the transportation for our child either to the school she/he will be attending or to an existing school bus stop within that school district if capacity permits.
4. All rules, regulations and policies of the Zane Trace Local School District shall apply to our child to the same extent as they apply to our native students.

\_\_\_\_\_

Parent

\_\_\_\_\_

Date

Student Name(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\* Please register your child starting **June 1, 2018** and prior to the first day of school if this is your first year in the school district.**

ZANE TRACE LOCAL SCHOOLS  
INTERDISTRICT OPEN ENROLLMENT  
TRANSPORTATION REQUEST

Dear Parent:

Because guideline number 9 of the Open Enrollment Policy states that transportation for open enrollment students is not the responsibility of the school, it is necessary that your signature be secured relieving the school of any liability after dropping your child off the bus. Since this bus stop is not at your residence the school does not want to accept responsibility if no one is at the bus stop to pick up or supervise the child before or after getting off the bus.

If you have any questions, please call Mr. Britton at 740-775-7287. Please sign below and return to the Principal's Office, along with the open enrollment application.

I/we do not hold Zane Trace Local School District liable of my/our open enrollment student(s) after they are dropped off at the designated bus stop.

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

**ZANE TRACE LOCAL SCHOOLS  
INTERDISTRICT OPEN ENROLLMENT  
TRANSPORTATION REQUEST**

Date \_\_\_\_\_

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Home \_\_\_\_\_ Work \_\_\_\_\_

School District of Residence \_\_\_\_\_

The transfer student's family must provide for the transportation of the transfer student to an existing bus stop within the attendance area of the school the student would be attending. Additionally, the transfer student's family shall be responsible for the monitoring of that student's safety and well-being while waiting for the bus to arrive in the morning and after being dropped off from the bus in the afternoon.

Location of pick up point (existing bus stop) requested  
(Note: use name of road, house number, student's name, etc., for identification purposes):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



For Office Use Only

Approved \_\_\_\_\_ Rejected \_\_\_\_\_

Bus Number \_\_\_\_\_ Bus Driver \_\_\_\_\_

Pick up and return times \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Signature of Official \_\_\_\_\_ Date \_\_\_\_\_