

Spencerville Local School District Open Enrollment Application

Application Deadline: May 1 (Annually)

Submit Application to: Spencerville Local Schools
Attn: Superintendent's Office
600 School Street, Spencerville, OH 45887
Or email application to metzgerg@svbearcats.org

One application per child must be submitted each year requesting inter-district transfer.
Students accepted for inter-district enrollment must be enrolled in their resident district as well.

Student Name _____ Male ____ Female ____
Date of Birth _____ Mother's Maiden Name _____
Custodial Parent/Legal Guardian _____
Address _____ Phone _____
City _____ Zip Code _____
District Currently Attending _____ District of Residence _____
Requested District of Attendance Spencerville Local School District (IRN 045807)
Reason for request to transfer to Spencerville Schools _____

Student Grade Level for 2021-2022 _____ First Time Applicant? Yes ____ No ____
For scheduling purposes, is this student enrolled in special education or tutorial programs? Yes ____ No ____
If yes, please explain _____
Has student been expelled 10 consecutive days during the current or preceding school term? Yes ____ No ____
If yes, please explain _____

Other family members seeking change of school district:

Name	Grade Level in 2021-2022
_____	_____
_____	_____

Signatures affixed indicate awareness that completion of this application does not provide any permission to change district of attendance; rather, is merely a request to do so. It is further understood that notice of approval or denial will be received no later than the end of July for the upcoming year. Signatures affixed indicate that administrators of our district and the district of requested attendance may exchange any and all information and records relative to student listed above.

Parent/Guardian Signature _____ Date _____

Office Use Only

Received by _____ Date _____
Approved / Denied _____ Date _____ Superintendent _____

Spencerville Local School District
Open Enrollment Procedures

1. Applications for open enrollment should be completed and returned to the Superintendent's office:

Spencerville Local School District
Attn: Superintendent's Office
600 School Street
Spencerville, OH 45887

Or email application to: metzgerg@svbearcats.org

Applications will be dated upon receipt and receipt date may be used as a selection criteria should applicants exceed available space.

2. Open enrollment transfer may not be permitted if enrollment of the grade level or class exceeds space or staff limitations. Individual high school class enrollment is set depending upon sections offered and specific course content and requirements.
3. Annually, applicants will be considered on a first-come, first-served basis with an assurance that resident Spencerville students will not be displaced and open enrolled students from the previous year may be given preference. Enrollment levels will determine annual approval (i.e., approval one year does not guarantee approval in the future). Applications must be submitted annually for all open enrollment requests.
4. No student, once accepted, will be displaced during the school year should enrollment exceed the limits stated above.
5. Students with handicapping conditions may be rejected for open enrollment if the services described in the student's IEP are not available at Spencerville Local Schools. Enrollment limits per special education units shall not be exceeded.
6. OHSAA and Spencerville Local Schools athletic eligibility guidelines will be in effect. Parents should familiarize themselves with these guidelines.
7. Students with discipline/attendance problems will be rejected for open enrollment if they have been suspended or expelled by the sending district.
8. Open enrollment students may be rejected for the following school year if their behavior/attendance is determined to be unsatisfactory by the Superintendent.
9. The Superintendent may reject open enrollment students who have displayed insufficient academic progress.
10. Spencerville Local Schools will accept no responsibility for transportation outside of current district boundaries.
11. The Superintendent has final decision making authority for all situations and conditions not specifically covered in these procedures.