

CLOVERLEAF LOCAL SCHOOLS  
ADMISSION OF INTERDISTRICT TRANSFER STUDENTS  
Regulations, Procedures and Forms

The Cloverleaf Board of Education believes that students should, under certain prescribed circumstances, benefit from an interdistrict open enrollment policy. Guidelines for the transfer of students, based upon criteria established by the school's administration and in conjunction with recommendations from officials of the Ohio Department of Education are listed below. These guidelines are intended to be consistent with Section 3319.98 of the Ohio Revised Code.

Public Information

Annually, the district will inform residents about open enrollment options, including deadlines, available to pupils.

Information about the district's educational programs and application procedures will be available upon request.

Each adjacent superintendent and board of education will be informed of the application procedures and available programs for students.

Application Procedures

Notification of open enrollment option to district parents.

Interested parents may request information/application materials from the superintendent's office.

**Student(s) MUST be registered in his/her district of residence before making application for Open Enrollment.**

Deadlines

**June 15** Open enrollment applications are due in the superintendent's office.

**June 30** Parents/guardians are informed of acceptance or rejection; acceptance is limited to one school year.

Home district is notified of the grade level and number of students accepted.

**July 31** Parents must notify Cloverleaf Local Schools of their acceptance or rejection of open enrollment. Failure to respond will forfeit their application for that year.

**September (Friday, first full week)**

Last day to inform parents/guardians that their application is being revoked because student stations are no longer available due to increased enrollment of students who reside within the school district.

(Home districts will be notified of any change in enrollment status of accepted students on an ongoing basis.)

### **Prioritizing Applications** (1 = first priority)

The following criteria will be used to prioritize applications:

1. Resident students (includes students returning from other options).
2. Applicants who have attended Cloverleaf Local Schools previously under the interdistrict open enrollment program.
3. Applicants who were residents of the district but moved to a contiguous district.
4. Other--prioritized by the time/date their application was received.

### **Transportation**

The Cloverleaf Local School District requires interdistrict, open enrollment parents to provide transportation for their children to and from school. However, Cloverleaf Schools will provide transportation for open enrollment students in accordance with state law, upon request. Parents must provide adequate supervision of students at bus stops that may very well be miles from the student's home.

### **THE FOLLOWING STEPS ARE REQUIRED IF ACCEPTED:**

1. Return signed application to the Cloverleaf Superintendent's Office.
2. Enroll your student(s) into the Cloverleaf School District.
3. Middle School and High School students must make an appointment with the Guidance Office to schedule classes.

### **INFORMATION NEEDED TO ENROLL IN THE CLOVERLEAF SCHOOL DISTRICT:**

1. Proof of Residency
2. Student Birth Certificate
3. Immunization Records
4. Any court papers regarding custody, guardianship, restraining orders, etc. pertaining to the student.

If you have any other questions, please contact the Superintendent's Office at (330) 721-3505.

CLOVERLEAF LOCAL SCHOOLS  
2011-2012  
**Interdistrict Open Enrollment Application**

Note: This application must be returned to the Superintendent's office of the Cloverleaf Local Board of Education, 8525 Friendsville Road, Lodi, Ohio 44254, by June 15, 2011. **PRIOR TO PROCESSING THIS APPLICATION, YOUR CHILD MUST BE REGISTERED IN HIS/HER DISTRICT OF RESIDENCE.**

Date \_\_\_\_\_

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
street city zip

School District of residence \_\_\_\_\_

\* Is student enrolled in district of residence? \_\_\_\_yes \_\_\_\_no (See note below.)

Grade level of student for 2011-2012 school year \_\_\_\_\_

School building requested \_\_\_\_\_

Is student registered in any special education or tutorial programs? \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

Has the student been suspended or expelled for ten (10) consecutive days in this, or the immediately preceding, school semester? \_\_\_\_\_

If applying for specific high school courses, list desired classes. \_\_\_\_\_

APPLICATION MUST BE RECEIVED NO LATER THAN June 15, 2011. Requests will be acted upon not later than June 30, 2011. Parents must indicate acceptance of transfer on or before July 31, 2011.

I have read and understand the Interdistrict Open Enrollment Regulations and Guidelines. I give my permission to have my child's records released to the Cloverleaf Local School District.

**\* I understand that my child must be registered in my home district of residence.**

Signature of parent/guardian \_\_\_\_\_

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**For office use only:** Received by \_\_\_\_\_ Date Received \_\_\_\_\_ Time Received \_\_\_\_\_

Approved \_\_\_\_\_ Signature of school official \_\_\_\_\_

Rejected \_\_\_\_\_

Reason(s) \_\_\_\_\_

Outstanding fees: \_\_\_\_\_