

If you are applying for grades K, 1, 2, 3, 4 or 5 you will be put on a wait list until August 8th. We will reassess our class sizes at that time to see if we are able to accommodate any additional students in those grades.

Northwood Local School District Open Enrollment Guidelines 2024-2025

The transfer of a student into the Northwood Local Schools from his/her Ohio district of residence shall be accomplished in accordance with the Northwood Local School District's Inter-District Open Enrollment Policy and Guidelines. Please review the guidelines below, and then if you have any questions, contact the District Enrollment Coordinator's Office at 419-691-3888 ext. 2005 or usmith@northwoodschoools.org for clarification.

- A. We will begin to accept open enrollment applications for the 2024-2025 school year on May 1, 2024. The final date that open enrollment applications will be accepted for the 2024-2025 school year is May 30, 2024. Applications are for the 2024-2025 school year only and the student must be a resident of Ohio.
- B. The number of openings in a particular grade level **or** program will be determined by the number of students that can be accommodated without increasing Northwood Local Schools cost for staff or equipment in accordance to board policy. Other enrollment factors being equal, students from other Ohio districts will be accepted on the basis of the date of receipt of the application.
- C. A copy of the student's current grade card including Q1, Q2 and Q3 grades must be provided along with the completed application for students applying for grades 1 – 9. An unofficial copy of the student's transcript, progress towards graduation and a current grade card including Q3 grades must be provided along with the completed application for students applying for grades 10 – 12. If the student is planning to attend Penta Career Center, a completed copy of Penta's application must be included with the open enrollment application to Northwood. Penta's application may be downloaded from their website at <https://www.pentacareercenter.org/>. **Please note:** a copy of the student's grades from the Parent Portal will not be accepted. It must be an actual grade card from their school.
- D. The applications of students from other Ohio districts may need to be revoked in reverse order of acceptance (last in – first out) if enrollment, at any time prior to the start of the school year brings the enrollment of the District students to optimum size. However, if the students have begun the program they will be allowed to complete the school year.
- E. Applications may also be rejected if the student has been suspended or expelled during the semester of application or the preceding semester in accordance to board policy.
- F. Applications from current open enrolled students shall be given priority over applications from new students applying for admission.
- G. Applications from students who have an I.E.P. shall not be considered if the district is not currently providing the services called for in the I.E.P. The district shall not be required to provide any services or adapt any facilities not already provided to disabled resident students. A copy of the student's most recent IEP & ETR **must** be provided along with the application.
- H. The parents/guardians of the student, as well as the superintendent of his/her home school will be notified of their acceptance by Northwood's Enrollment Coordinator. If the student is not accepted, parents/guardians will receive notification with reason for denial indicated.
- I. Northwood Local Schools shall not discriminate against any disabled students (IDEA or 504). If a student from another Ohio district becomes disabled under Section 504 or the staff finds out a student from another Ohio district is in need of services in accordance with an I.E.P., it will provide appropriate services. If reasonable accommodations cannot be made at Northwood Local Schools, the parents must agree, prior to enrollment that the student will attend a district school at which the needed services are currently available or reasonable accommodation can be provided.
- J. Enrollment in a program or school shall be subject to an agreement that transportation of the student from his/her home school district to the school or to a scheduled Northwood bus stop where seating, if available, is provided for by the student, his/her parents/guardians, or the other Ohio district. Exceptions to this requirement may need to be made for disabled students.
- K. Applications may be rejected if the racial balance of the home school district or this district's program, grade level, or school would be negatively impacted, as defined in Policy 5113.
- L. If the student will be entering 10th, 11th, or 12th grade and he/she is planning on participating in athletics there are some stipulations that must be met before the student will be eligible to play any sports.



Northwood Local School District
 600 Lemoyne Road, Northwood, OH 43619
 Phone: 419-691-3888 Fax: 419-697-2470

Date & Time Received

Received By

OPEN ENROLLMENT APPLICATION 2024-2025

Complete this application form and return it along with **all** supporting documents to the Board Office (700 Lemoyne Rd.), the School office (600 Lemoyne Rd.) or email to nsmith@northwoodschoos.org

Student Information: (Please print clearly)

Grade in 2024-2025: _____

_____	_____	_____	_____	_____
First Name	Middle Name	Last Name		
_____	_____	_____	_____	_____
Date of Birth	Gender	Street Address	City	Zip Code

School District of Residence: _____

Parent/Guardian Information: (Please print clearly)

Parent/Guardian #1	Parent/Guardian #2:
Name: _____	Name: _____
Cell Phone: _____	Cell Phone: _____
Email (required): _____	Email: _____

Answer the following only if the student will be enrolled in the 11th or 12th grade for 2024-2025:
 Is the student planning to attend Penta Career Center in 2024-2025? N _____ Y _____
 (New Enrollee: *If yes, include a completed Penta application along with this application.)

Has the student been suspended and/or expelled from their current school during the 2023-2024 school year?
 _____ No _____ Yes (If yes, please explain on back of this form)

Is the student receiving any of these services?
 Special Education (ie. IEP): Yes ___ No ___ 504 Plan: Yes ___ No ___ Title 1: Yes ___ No ___
 (If you answered yes to any of these questions a current copy of the appropriate document(s) must be provided with the application per the Open Enrollment Guidelines.)

New Open Enrollee Applications must include (does not apply to current open enrolled students):
 Grades 1-9 for 2024-2025 school year: A copy of the student's current grade card that includes Q1, Q2 & Q3 grades.
 Grades 10-12 for 2024-2025 school year: A copy of the student's unofficial transcript, progress towards graduation and grade card that includes Q3 grades

Acceptance Conditions

I understand if my child is accepted into Northwood Local Schools, it is for the 2024-2025 school year only. This application may be revoked because of class/program size by resident students of Northwood and my child may need to transfer back to his/her home school, prior to the start of the school year or at the end of the school year.

Parent/Guardian Signature

Date

My signature indicates that I have **read and understand the guidelines for open enrollment in the Northwood Local Schools and agree to abide by the procedures and policies that have been established.

<u>DO NOT WRITE IN THIS AREA – FOR OFFICE USE ONLY</u>	
Approved _____	Denied _____
_____	SSID: _____
Superintendent's Signature	Date
Reason (If Denied):	
___ Suspensions exceeded Board Policy	___ Unexcused absences exceeded Board Policy
___ Optimum number reached per Board Policy for grade/program	___ Other: _____

No student shall be denied admission to the Northwood Local School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex, handicap, or any other basis of unlawful discrimination.