

INTRADISTRICT OPEN ENROLLMENT PROCESS

- Step I Parent makes inquiry; is sent application from Central Office or school.
- Step II Parent sends completed application to Central Office; application is stamp dated when received.
- Step III Applications are accepted through the summer months. The enrollment in effect on the Friday two weeks before the beginning of school will serve as the basis for reviewing request.
- Applications submitted during the school year will be reviewed on an individual basis. Current enrollment at the time of application will serve as the basis for reviewing requests.
- Applications for the following school year will be accepted as of June 1st.
- Selection Criteria (A = highest priority)
- A. Number of years in building being requested
 - B. Other siblings in building being requested
 - C. Date of request
- Step IV Application approved/not approved by Superintendent/designee; copy sent to parent and affected principals.
- Applications are approved for a period of one academic year. Subsequent applications must be submitted annually according to approved guidelines.
- Step V Date of transfer is the first day of school for students. During the school year, the principal of the home school contacts parent to set transfer date (upon completion of checkout procedures).

COPLEY-FAIRLAWN CITY SCHOOLS

INTRADISTRICT OPEN ENROLLMENT APPLICATION

STUDENT INFORMATION		
Last Name:	First Name:	Middle Name:
Street Address:		
City:	State:	Zip:
		Phone:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:	Date of Application:
Race Ethnic I.D. <i>Required for federal reporting by the Civil Rights Act of 1964:</i>		
Please check one of the following: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Hispanic <input type="checkbox"/> Multiracial		
<input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Asian or Pacific Islander		
School student should attend:	School requesting to attend: Reason for request::	Going into grade:
PARENT OR LEGAL GUARDIAN INFORMATION		
Father's Name:	Address:	City, State, Zip:
Employer:	Home Phone:	Business Phone:
Mother's Name:	Address:	City, State, Zip:
Employer:	Home Phone:	Business Phone:
Please complete the following shaded area if the student is not living with either parent:		
Guardian's Name:	Relationship to Student:	Address:
City, State, Zip:	Business Phone:	Home Phone:
<i>I affirm that the above information is correct. I also acknowledge that attendance in a school other than the home school shall require approval on a year-to-year basis and that it will be my responsibility to provide transportation to and from school. I understand my child may be transferred to his/her home school for subsequent school years if deemed appropriate by the superintendent.</i>		
Parent/legal guardian signature:		Date:
PARENT NOTIFICATION		
Date Approved:	Date Rejected:	
Reason for Rejection:		
No students shall be denied admission to the Copley-Fairlawn City School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex, disability, or any other basis of unlawful discrimination.		

cc: Building Principal
Building Secretary