



Monroeville Local Schools

INTER-DISTRICT OPEN ENROLLMENT PLAN, GUIDELINES, AND STIPULATIONS

(SEE BOE POLICY 6.04 & 6.05)

1. The parent/guardian must complete the *Open Enrollment Application form* through **Final Forms** including the reason for requesting open enrollment.
2. A separate application must be filled out for each student seeking open enrollment.
3. Application/acceptance is valid for one (1) school year.
4. Students must reapply through **Final Forms** each year to continue open enrollment in the Monroeville School District.
5. Deadline for application is **May 31st** each year.
6. Parent/Guardian must immediately notify both Monroeville Local Schools and the district of residence of any changes in residence and/or custody.
7. Misrepresentation or falsification of any information related to the open enrollment application may result in immediate revocation of open enrollment status.
8. Transportation of open enrollment students is the responsibility of the parent/guardian.
9. Requests for open enrollment may be rejected for, but not limited to, class size and/or program availability.
10. The parent's/guardian's signature on the *Open Enrollment Application* grants permission for personnel of the Monroeville Local School District to contact the student's previous school district or district of residence and grants permission for the district to release information regarding a student's special educational status, attendance and/or disciplinary history.
11. The parent/guardian must provide the Monroeville Local Schools with a copy of valid custody papers if applicable.
12. Decisions will be made by **June 15th** each year. Parent notifications will be emailed immediately after.

