

# **IMPORTANT NOTICE:**

Anyone who is applying for open enrollment for the 2025-2026 school year, please be advised that our elementary K-5<sup>th</sup> grade classrooms are becoming full and that you will possibly not be notified of an approval until mid-August. This will include all current open enrollment students and new open enrollment students.

**INTER-DISTRICT OPEN ENROLLMENT APPLICATION**  
**ROOTSTOWN LOCAL SCHOOL DISTRICT**

**A separate application must be completed for each student.**

Return the application to:  
Rootstown Local Schools, 4140 State Route 44, Rootstown, OH 44272 Attn: Diana Pastor  
330-325-9911

\_\_\_\_\_ New Application \_\_\_\_\_ Renewal Application \_\_\_\_\_ Grade Level for 2025-2026 school year \_\_\_\_\_

Full Legal Name of Student \_\_\_\_\_  
First Middle Last

Parent/Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Phone Number \_\_\_\_\_ Work Number \_\_\_\_\_  
(optional)

Alternate Number \_\_\_\_\_ Email \_\_\_\_\_  
(optional)

Date of Birth \_\_\_\_\_ Birthplace City \_\_\_\_\_ Sex \_\_\_\_\_ M \_\_\_\_\_ F

School District of Residence \_\_\_\_\_ School Currently Attending \_\_\_\_\_

Race (check one)

\_\_\_\_\_ White/Non-Hispanic \_\_\_\_\_ Black/Non-Hispanic \_\_\_\_\_ Hispanic  
\_\_\_\_\_ American Indian/Alaskan Native \_\_\_\_\_ Multiracial \_\_\_\_\_ Asian/Pacific Islander

Has student ever been expelled or suspended? \_\_\_\_\_ If yes, when and why \_\_\_\_\_  
\_\_\_\_\_

Does student have an IEP, MFE, or 504 plan? \_\_\_\_\_ If yes, copy must be provided.

Reason(s) for Request for Transfer Under Open Enrollment \_\_\_\_\_  
\_\_\_\_\_

In the event my child is accepted, I hereby grant permission for school/education records to be transferred to an accredited school as needed. My signature further indicates that I will follow the Open Enrollment guidelines.

\_\_\_\_\_  
Signature Parent/Guardian Date

**YOU MUST ATTACH CURRENT PROOF OF RESIDENCY TO THE APPLICATION BEFORE APPROVAL. YOU CAN USE A LEASE AGREEMENT, MORTGAGE STATEMENT, ELECTRIC, GAS OR WATER BILL. WE REQUIRE TWO PROOFS OF RESIDENCY.**

**Please return to the Office of the Superintendent no later than August 1, 2025.**

**ROOTSTOWN LOCAL SCHOOLS**

**PARENT/GUARDIAN AGREEMENT TO AN INTER-DISTRICT OPEN ENROLLMENT**

We have been properly informed that if our child is to be enrolled in the Rootstown Local School District we agree to the following conditions:

- A. Although unlikely, your child may not be admitted or may need to be transferred back to his/her home school at the end of the school year, if the maximum number of enrollments in the classroom s/he is attending becomes filled by students of the District or by tuition students.
- B. If our child should require special education services or a reasonable accommodation for a Section 504 disability, s/he may be transferred back to his/her school of residence if the school s/he is attending is not providing the services or cannot make the reasonable accommodations.
- C. We shall provide the transportation for our child either to the school s/he will be attending or to a school bus stop within that school district provided space is available on that bus.
- D. We understand that we must make the application again next year.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

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(For Superintendent's Office Use Only) \_\_\_\_\_ Approved \_\_\_\_\_ Rejected

Start Date for Open Enrollment: \_\_\_\_\_ Assignment: \_\_\_\_\_

Superintendent's Approval \_\_\_\_\_ Date \_\_\_\_\_

Reason(s) for Rejection: \_\_\_\_\_

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Rootstown Local Schools  
Interdistrict Open Enrollment  
Guidelines  
2025-2026

The Rootstown Local 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 O.R.C. 3319.98.

1. Any application for an interdistrict transfer must be submitted to the Superintendent's Office of the Rootstown Local School District between **April 1** and not later than **August 1** of this school year. One application must be submitted for each student who requests an interdistrict transfer.
  
2. No interdistrict transfer will be permitted if the enrollment of the grade level being requested at the receiving building exceeds the following:

<b><u>Grade</u></b>	<b><u>Enrollment</u></b>
Kindergarten	75
Grade One	75
Grade Two	75
Grade Three	75
Grade Four	75
Grade Five	75
Grade Six	100
Grade Seven	100
Grade Eight	100
Grade Nine	100
Grade Ten	100
Grade Eleven	100
Grade Twelve	100

**Special Education**

K-5	12
6-12	12

3. Students, once accepted, may be displaced should enrollment exceed the limits stated above prior to the beginning of the school year.

4. Districts are not required to institute any special education programs to serve transfer students. If a student is evaluated for placement in a special education program, representatives of the district of residence must be invited to participate in the placement meeting.
5. All approved transfers are in effect for the current school year only and may be discontinued at the discretion of the administration in subsequent years.
6. Applicants shall be considered on a first-come, first-served basis with an assurance that native students will not be displaced. Participants in previous projects will be given preference.
7. Transportation shall be governed by the state interdistrict open enrollment guidelines. Transportation of students transferred out of their school attendance area at parental request shall be the sole responsibility of their parents/guardians unless the student can be picked up and dropped off at a stop on the receiving schools regular transportation schedule.
8. The Rootstown Local School District will deny enrollment to students who have been expelled or suspended for ten consecutive days in the current term or the immediately preceding term.
9. Students once approved for open enrollment may have their open enrollment status terminated, at any time, if there is excessive tardiness or absences.
10. Superintendents may, by mutual agreement, waive the stated enrollment deadline, up to the first full week of October, should extenuating circumstances exist. Board to be informed of those students at their next regular meeting.

Administration Regulation  
Rootstown Local Schools