

## Interdistrict Open Enrollment School Year: 2025-2026

### 2025-2026 Guidelines

- **What is interdistrict open enrollment?**

Open enrollment is a program governed by state law and board policy which permits students from any district, statewide, to request tuition free enrollment in the Twin Valley district.

- **How do I apply?**

Applications will be available this year from April 1 – July 31, 2025 in the District Office, TVS Website, and each school office. Interested parents may submit 2 proofs of residency and one completed application per child by July 31, 2025 to: District Office, Twin Valley Community Local School District, 100 Education Drive, West Alexandria, Ohio 45381.

- **What are the application and notification deadlines?**

April 1, 2025 through July 31, 2025	Application period for interested open enrollment students
August 5, 2025	Deadline for notice to parents whether their open enrollment request is approved
August 12, 2025	Deadline for parental notification to school officials whether the student will accept the open enrollment transfer assignment

- **What is the Application Approval process?**

As per the Twin Valley Community Local School Board policy JECBB-R: Applications of non-resident students will be considered providing K-8, building and program class size balances can be maintained. At the elementary level, building capacity is determined by the number of available teachers and classroom spaces. The building capacity aspect of the guidelines is reviewed annually, and appropriate changes are made if necessary. The District continues to strive for the lowest student/teacher ratios possible at all levels and in no case will such ratios exceed those established by the Ohio Department of Education.

At the senior high level, acceptance is determined by teacher/student ratios on a course-by-course basis. Availability of space is determined prior to acceptance of an applicant.

Generally speaking, a student who is once accepted for open enrollment is not displaced within the current school year unless the student needs programming or facility accommodations that are not available within the Twin Valley Schools.

The District does not discriminate against any disabled students (IDEA or 504). The District is not required to institute any special education program or make any facility accommodations solely for the purpose of serving open enrollment students. If a disabled nonresident student needs special education services not available in the Twin Valley Schools or needs facility accommodations that have not been made for District students, his/her application is denied, and he/she is returned to his/her home district. For educational programs available in the Twin Valley Schools, capacity limits established by the Ohio Department of Education govern acceptance of special education students.

If a nonresident student becomes disabled under Section 504, or the staff finds a student eligible for special education or related services while such student is enrolled in Twin Valley Schools, pursuant to these guidelines such services are provided as long as they are available. If they are not available in the District, then the nonresident student is returned to the home district for services.

Applications are considered on a first-come, first-served (date of receipt) basis with an assurance that the following order for acceptance will be followed:

- |    |                  |   |
|----|------------------|---|
| A. | First Priority:  | District students   |
| B. | Second Priority  | Students living outside the Twin Valley Community Local School District who are attending Twin Valley Schools as a tuition student                                  |
| C. | Third Priority:  | Students living outside the Twin Valley Community Local School district who are attending Twin Valley Schools as part of the interdistrict open enrollment program. |
| D. | Fourth Priority: | Sibling(s) of prior year interdistrict open enrollment students   |
| E. | Fifth Priority:  | Former Twin Valley District Students  |

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- F. Sixth Priority: Students living outside the Twin Valley Community Local School District who are new applicants for interdistrict transfer.

Open enrollment transfer students will be assigned to elementary classes on a priority basis. First priority will be classes of fewer than 24 students.

Class size limits in grades seven through 12 will be determined by section and total class size. Students may be accepted at Twin Valley South High School or Middle School without guarantee of specific courses. Building and program capacities will be determined by the superintendent when appropriate.

- **Are requests by brothers and sisters considered as one request?**

No. A separate application must be completed for each child and each application will be considered individually according to the stated guidelines.

- **What if I am approved for open enrollment but move during the school year?**

Under most conditions you may remain in the present placement. If you do change residences, you should contact the building offices to update your residential information.

- **Once approved for open enrollment, do I need to reapply each school year if I wish to stay in the present placement?**

Yes. Annual requests for reapproval will be given priority according to the stated guidelines.

- **My child receives special education services. May he participate in open enrollment?**

Yes, however, the extent of your child's participation will be determined by available programs within the district, their location and class size.

- **If approved for open enrollment, may my child ride Twin Valley school buses?**

Open enrollment students will be permitted to ride Twin Valley school buses provided parents will be responsible for transporting students to an existing bus stop within the Twin Valley District for their assigned school. Twin Valley Schools may assign students to specific bus stops if bus overcrowding occurs.

- **If approved for open enrollment from another district, may I participate in interscholastic sports?**

Ohio High School Athletic Association rules govern participation. See OHSAA Handbook Section 4-7 of bylaws for student eligibility requirements.

- **May I return to my home school if I don't like my school of choice?**

The completed application is for a one-year period and, if approved, it is anticipated that you will complete the year.

- **Where should I register APPROVED open enrollment students?**

Parents of ALL approved open enrollment students MUST REGISTER THE STUDENT AT THE DISTRICT OF RESIDENCE AS WELL AS THE DISTRICT OF ATTENDANCE.

- **I am requesting open enrollment for my kindergarten students. Where should I register?**

Parents of incoming kindergarteners interested in open enrollment should complete an application to Twin Valley South Elementary and **ALSO** register their child at their home school.

***--All Past Due TVS Fees Must be Paid or a Payment Plan must be in place  
or Open Enrollment will be Denied --***

If you have additional questions or would like more information regarding open enrollment, please contact a building principal or the Twin Valley District Office, 100 Education Drive, West Alexandria, Ohio 45381, or call (DO) 839-4688; (ES) 839-4315; (MS) 839-4165; (HS) 839-4693.

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☐ New Open Enrollment    ☐ Returning Student – New Open Enrollment    ☐ Returning Student – Previous Open Enrolled

***If Transfer is Approved; It Will Be In Effect For The 2025 - 2026 School Year Only***

**Student:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
                     First Name                      Middle Name                      Last Name

**Requested Grade:** \_\_\_\_\_ **School District where living:** \_\_\_\_\_

**Reason(s) for Requested Transfer:** \_\_\_\_\_

**Previously attend TVS?** ☐ Yes ☐ No    **Plan to attend MVCTC?** ☐ Yes ☐ No    **College Credit Plus?** ☐ Yes ☐ No

**Has student had discipline issues?** ☐ Suspended ☐ Expelled    **Reason:** \_\_\_\_\_

**Is Student Identified:** ☐ Gifted    ☐ Special Education (ETR/IEP)    ☐ 504 Services    ☐ Title I Reading

If identified, please attach a copy of the 504 Plan, IEP/ETR, or other services plan from previous school.

**If requesting specific high school courses, (GRADES 9-12) please list:**

***Hold Harmless Clause:*** As the parent making application for my child, my signature on this application signifies my understanding and agreement to the policy language and guidelines hereto attached. My signature also holds harmless the District's employees and the Board of Education members for any decision made relative to the Board policy and administrative guidelines.

In addition, I understand:

- Student must have an acceptable attendance, behavior/discipline, and academic record at previously attended school.
- Open Enrollment may impact athletic eligibility. Contact the Athletic Director for details about eligibility.
- This is not a registration form. The enrollment process must be completed upon the approval of Open Enrollment.
- Parents will be notified of rejection or acceptance no later than the first week of August of the enrolling year.
- The Superintendent retains the right to revoke at any time the open enrolled status of any student for reasons related to poor attendance, non-payment of fees, any violation of the student code of conduct, or extenuating circumstances.
- Falsification of any of the information contained in this form will void this application and/or enrollment of the above listed student in the Twin Valley Community Local School District.

**Parent/Guardian:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
                     First Name                      Middle Name                      Last Name

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
                     Street

~ Please attach 2 proofs of residency if new to open enrollment or if address is different than previous years. ~

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IMPORTANT NOTE:** Applications must be received in the Superintendent's office by August 4, 2025. If mailed, please mark "Open Enrollment Attn: Cecily Parker." Parents will be notified no later than July 31, 2025 if application is approved OR denied.

### OFFICE USE ONLY:

**Received by:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ **Approved by:** \_\_\_\_\_

☐ **Denied by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reason(s):** \_\_\_\_\_ **Fees Owed?** ☐ Yes ☐ No

**If yes, amount due:** \$ \_\_\_\_\_

**Days Absent:** # excused: \_\_\_\_\_ **Days Tardy:** # excused: \_\_\_\_\_ **Early Dismissal:** # excused: \_\_\_\_\_ **Special Ed?** ☐ Yes ☐ No  
                     # unexcused: \_\_\_\_\_ **Code:** \_\_\_\_\_

☐ **Copy sent to home district on** \_\_\_\_\_