

**Lakewood City School District**  
Middle School Intra-District Open Enrollment  
Administrative Guidelines

The school district administration has established the following criteria and procedures pertaining to middle school intra-district open enrollment.

1. Parents wishing to have their child transferred to a different school from their home school (home school is defined by attendance area as determined by the district) shall request in writing by completing the Open Enrollment Form and submitting to the Assistant Superintendent for Secondary Education.
2. The District will not approve transfers if it will cause increased expenditures for staff, supplies or equipment.
3. The number of spaces available in each grade level and building will be determined by adopted class size limits and school enrollment disparity balances.
4. Parents must assume responsibility for the transportation of open enrollment students.
5. The District shall not discriminate against any disabled, non home-school students. If a non-home-school student becomes disabled, appropriate services are to be provided, but not necessarily in the school of attendance. If reasonable accommodation cannot be made in the school of attendance, the student will attend the school at which the needed services are currently available or reasonable accommodation can be provided.
6. Applications may be rejected if the student has been suspended for ten (10) consecutive days or expelled during the semester of application or the preceding semester.
7. If minority balance of either the sending or receiving school would be negatively impacted, the Superintendent shall have individual discretion in this matter.
8. The open enrollment period for current Lakewood City School students shall be from **April 13 to May 28, 2010**, for the following school year. Applications will be processed on a first-come, first-served basis and will be available online and in buildings beginning April 13. Parents will be notified in a timely fashion before the first day of school.  
  
Students moving into the district during the summer are eligible to apply for open enrollment for a period of one week after the enrollment date but no later than two weeks before the first day of the school year.
9. Approved open enrollment transfers are applicable through the end of 8<sup>th</sup> grade. If it becomes necessary for a parent to request a change in this placement, the open enrollment process starts over again.
10. Each student in a family will be considered for open enrollment on an individual basis.