

OPEN ENROLLMENT APPLICATION (In-District Transfer) – SECONDARY LEVEL

DATE: _____

☐ MOVED ☐ OTHER

PLEASE PRINT ALL INFORMATION

Student's Name _____ Date of Birth _____

Address _____ Zip _____ Telephone _____

School Presently Attending _____ Grade _____

School Scheduled to Attend _____ Grade _____

(Building assigned to primary residence)

School to Which Open Enrollment is Requested _____ Grade _____

Is student currently receiving Special Education Services? ☐ Yes ☐ No

Reason for Transfer Request _____

Requested Effective Date _____

I recognize that Open Enrollment (OE) transfers are granted under the Troy School District Board of Education Policy and the following conditions apply:

1. Annually, the Troy School District Board of Education decides which schools are available for OE consideration.
2. If, during the school year, you move from the attendance area of the building you are presently attending, stay within the Troy School District boundaries, and wish to remain at your present school, you may apply for OE. Open Enrollment applications for families who move during the school year are considered and processed at the time of your move.
3. The OE application period to an available middle school will be accepted between the *first Friday in April* and the *first Friday in May*. Notification of approval or denial will be made by the *third Friday in June* prior to the start of the school year. If a high school is approved for OE, applications for the following school year must be received by the *third Friday in March*. Parents requesting transfers to Baker Middle School for the International Baccalaureate Program should refer to Item 5 of the guidelines on the reverse side of this form.
4. Open Enrollment is not guaranteed. Approval for transfer is contingent upon staff and building enrollment at requested building.
5. Parents will provide transportation to and from school.
6. Open Enrollment, if granted, will remain in effect for at least one school year and continue (Kindergarten-5th; 6th – 8th; 9th – 12th), unless the student, parent/guardian or the school takes formal action to rescind the OE. **PLEASE NOTE: When changing grade levels, i.e., elementary school to middle school or middle school to high school, you must reapply for OE to continue attendance outside of the student's assigned attendance area.**
7. Students transferring at the high school level, except incoming 9th graders, will be ineligible for interscholastic athletic competition for one semester. To meet the semester requirement, a student must be enrolled and physically present either prior to or on the fourth Monday of a given semester.
8. The district does not create or maintain "waiting lists" for OE requests that are denied. Parents must re-apply for OE the following school year if they are still interested.

My signature indicates that I have read and agree to the conditions listed above and the regulations listed on the reverse of this form.

Parent/Guardian Name - PLEASE PRINT _____

Parent/Guardian Signature (*) _____

E-mail address (if completed, approval/denial will be sent via e-mail) _____

Parent Daytime/Work Telephone _____

(*) A student who has reached his/her eighteenth birth date may initiate and sign this request with or without parental permission and involvement.

OFFICE USE ONLY

DATE APPLICATION RECEIVED _____

I am aware of this OE application:

Sending School Principal _____ Receiving School Principal _____

Director of Special Education (if applicable) _____

Superintendent or His/Her Designee _____

☐ Approved ☐ Denied Date _____ Reason _____

Home School Path _____
Elementary Middle School High School

GUIDELINES

1. Parents/students may request an open enrollment (OE) from one school attendance area to another in order to exercise some freedom of educational choice. Open enrollment will be considered when:
 - a. The parent or student is not requesting OE to avoid meeting legitimate academic or conduct requirements.
 - b. Minor students have approval of parent/guardian.
 - c. Staff and facilities of the receiving building can accommodate additional students.
2. If a high school is approved for open enrollment by the Board of Education, applications for the *following* school year must be received by *the third Friday in March*. Middle school applications for the *following* school year will be accepted between the *first Friday in April* and the *first Friday in May*. Notification of approval or denial will be made by the *third Friday in June*.
3. Students whose primary residence within the Troy School District changes from one attendance area to another during the school year may complete the year at the school they are currently attending, if the Assistant Superintendent of Secondary Instruction grants permission in writing. Staff and building availability at the involved school will be the determining factor.
4. Open Enrollment, if granted, will remain in effect for at least one school year and continue (Kindergarten-5th; 6th – 8th; or 9th – 12th grade), unless the student, parent/guardian or the school takes formal action to rescind the OE. *PLEASE NOTE: When changing grade levels, i.e., elementary school to middle school or middle school to high school, you must reapply for OE to continue attendance outside of the student's assigned attendance area (as previously stated, OE is not guaranteed and consideration is based on staff and building availability at the requested building).*
5. All requests for open enrollment to Baker Middle School will be considered a request to participate in the International Baccalaureate Program. Students will be accepted at Baker on a first-come, first-serve basis. In the event that we have more families interested than we have positions, the District may be required to close Baker to open enrollment.
6. Students transferring at the high school level, except incoming 9th graders, will be ineligible for interscholastic athletic competition for one semester. To meet the semester requirement, a student must be enrolled and physically present either prior to or on the fourth Monday of a given semester.
7. In cases of conflict, the Superintendent or his/her designee may transfer a student from one attendance area to another when it is deemed to be in the best interest of the student involved.
8. All applications for OE must use Form A, Revised 3.1.2014 Open Enrollment Application. This form may be obtained from the office staff of the building your student currently attends. After completion, submit the OE Application to the office staff of the building your student currently attends and they will obtain appropriate signatures and forward to the Superintendent or his/her designee for final approval.
9. Upon receipt of a completed Open Enrollment Application, the Superintendent or his/her designee will notify the Principal of the school within the student's assigned attendance area and the Principal of the requested school. The building Principals shall provide the Superintendent or his/her designee with their recommendation concerning the OE request. Open Enrollment transfers involving students who have moved and wish to remain in their current building will be considered immediately.
10. If you have any questions regarding this procedure, please contact your home school Principal or office staff.