

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS
ADMINISTRATIVE REGULATIONS

1. Any parent wishing to enroll a student(s) in one of Columbia's schools under the open enrollment program will receive a copy of Board Policy JECBB and a copy of the New Student Enrollment Request form.
2. Parents must file the New Student Enrollment Request form with the Columbia Superintendent of Schools. New Student Enrollment Request forms sent to the respective school buildings will be immediately directed to the Superintendent.
3. The Superintendent will date all New Student Enrollment Request forms upon receipt.
4. Tentative acceptance will be made on the basis of class (grade level) size or program (curricular offering) size.
5. Final acceptance will be made on or about July 1.
6. Parents must confirm intent to participate by August 1.

At the end of the third grading period, the parents of all students participating in the open enrollment program will be required to complete and return a letter of intent in regard to the succeeding school year.

The letter of intent will include two choices:

- 1) _____ I am interested in remaining at for the _____ - _____ school year.
- 2) _____ I am interested in having my child return to the official school district of residence for the _____ - _____ school year.

Approved: July 21, 1993

Columbia Schools, Columbia Station, Ohio