



Intra District Request

Northmont City Schools

4001 Old Salem Road
Englewood, Ohio 45322

166,040
05/03

DATE: _____

I want my child(ren):

_____ Grade _____

_____ Grade _____

_____ Grade _____

to attend _____ Elementary School beginning _____

for the following reason(s):

The child(ren) are currently attending _____

I have read and understand the guidelines for intra district placement found on the reverse side of this request form.

Signature: _____

Name: _____

Address: _____

City/Zip: _____

Home Phone: _____ Work Phone: _____

Please complete this form and return to:
Elementary Building where intra district
placement is requested.

**NOTE: If this request is being made as a result
of a change of address, proof of residency
must be established prior to or along with
request.**

For Office Use Only: Approved _____

Not Approved _____ Reason _____

Building Principal _____ Date _____

Intra District Request

NORTHMONT CITY SCHOOLS

166,040
pg 2

RE: GUIDELINES FOR INTRA DISTRICT TRANSFER OF STUDENTS (K-6)

The Northmont Board of Education has a policy on intra district enrollment. That policy clearly states that intra-district transfers shall not be the rule of the Board of Education. However, the Board does recognize there are cases where the best interest of the student would be served by granting such a request. The following are the factors that will be considered should a request be made:

1. The transfer of the student must not cause the classroom enrollment to increase to an unacceptable number of students.
2. Students enrolled in a school building or living in the attendance area of the school building established by the Board will be given preference over the applicant.
3. Ensuring that an appropriate racial balance is maintained in the district schools.
4. The health and safety of the student.
5. The psychological and social adjustment of the student.
6. The continuity of the instructional program.
7. Economic hardships or problems of single-parent families.
8. Transportation to the school of transfer must be provided by the parent of the student to the school or to the nearest available bus stop that serves the area of attendance.

During the past several school years (2000-2001 and 2001-2002) the number of intra district requests have drastically increased. While Northmont City Schools will continue to honor the guidelines set forth in it's Board policy (listed above) the increase in requests has led to overcrowding in some classrooms in the district. Given the need to keep class sizes optimum for learning the following procedures have been established. These new guidelines go into place beginning with the 2003-2004 school year. They are as follows:

1. Intra district approvals will be based on class size as indicated below:
 - If class sizes in grades K-2 are 21 or less the placement will be approved for the **current school year only**
 - If class sizes in grades 3-6 are 23 or less the placement will be approved for the **current school year only**
2. All intra district students must reapply, at the current school of attendance, each school year. (Intra district transfers are for one year only). Each April the building of attendance will inform parents whether space is available for the next school year. If space is no longer available the student may return to his/her home building or apply for a different building.
3. All new requests for intra district placement will be processed at the building where placement is being sought. New requests will be processed as timely as possible. Requests made after June 5 of each school year will not be processed until the buildings reopen in August.