

LOGAN COUNTY SCHOOLS -- OPEN ENROLLMENT APPLICATION FOR NONRESIDENT STUDENT

Nonresident student means a student who resides in this state and who is enrolled in or is seeking enrollment in a county school district other than the county school district in which the student resides.

School Year Requested: _____ School Requested: _____

Current School or Last Educational Placement _____

Student Information			
Student Name: Last		First	School year for request:
Grade:	Birth date:	Age:	WVEIS #:
Mailing Address:			
Physical Address:			
Parent/Legal Guardian Name:			Home Phone:
Parent/Legal Guardian Email:			Cell Phone:

Reason for student transfer: _____

Under **McKinney-Vento Act** 42 U.S.C. 11435, is this address a temporary living arrangement due to loss of housing or economic hardship? YES NO

Is your student on an **IEP**? YES NO Is your student on a **504 Plan**? YES NO Is your student currently on an **expulsion** from another school district? YES NO

Will your student participate in **WVSSAC** sanctioned activities? YES NO

If yes, which sport/activities: _____

Considerations:

- If the student participates in any athletic program governed by WVSSAC, he/she may not be eligible to participate at the new school. The parent or guardian should check [WVSSAC rules](#) to determine eligibility status.
- The parent must complete the Open Enrollment Nonresident Student Application.
- The receiving school administrator will approve/deny the application based upon available space in the grade level/class/program requested.
- The student should remain enrolled in the resident school until there is an effective start date at the requested school. The district will notify parents of acceptance and the effective start date or denial.

Transportation:

- Transportation of an open-enrolled students is the responsibility of the parent/guardian.
- The county board shall provide transportation to and from an agreed pickup point on a regular transportation route, or for the total miles traveled each day for the nonresident student to reach the school of enrollment if the nonresident student is a student with disabilities and has an individualized education program that specifies that transportation is necessary for fulfillment of the program.

Preferences:

- Siblings of students already enrolled through open enrollment process.

- Secondary students who have completed 10th grade and, due to family relocation to another county, no longer reside in the county.
- Students who are children, grandchildren, or legal wards of employees.
- Students who legal residences, through geographically within another county, are more proximate to a school within another county.
- Students who reside in a portion of a county where topography, impassable roads, long bus rides or other conditions prevent the practicable transportation of the student to a school within the county, and a school within a contiguous county is more easily accessible. Transportation arrangements and agreements will be made for nonresident students with an IEP that specifies transportation is necessary for fulfillment of the program.

Decision-Making Criteria, Denials, and Appeals:

Space Availability

- All applications will be considered on a stringent space-available basis. In the event there is not space available in the grade level, class or program requested, the student will be placed on a waiting list in the order of the date and time of the request.

Denials

- Lack of grade-level capacity will be a reason for denial.
- An application not completed properly or submitted incorrectly will be denied.
- The denial shall be in writing, sent to the parent or guardian of the nonresident student and the WVDE within three business days of the decision, and include the reason and explanation for the denial and information on appealing the denial of the application.

Appeals

- Appeals of an administrator’s denial of open enrollment will be followed under the guidelines of WVBE Policy 7212.

Parent/Guardian Acknowledgements:

- I certify that the information provided is accurate and complete.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer.

I have read the school district policies and procedures on Open Enrollment and hereby request that my son/daughter be permitted to attend the request schools.

Parent/Legal Guardian Signature _____ Date _____

Receiving Administrator’s Signature _____ Date _____

District: Approved Denied Reason for denial: _____

Date of Parent Notification: _____

Office Use Only

Open Enrollment Application has been denied. The WVDE was notified within three (3) days of the denial and provided with a copy of the materials provided to parent. YES NO Date Provided: _____