



**MILFORD EXEMPTED VILLAGE SCHOOLS
ACCEPTING APPLICATIONS FOR OPEN ENROLLMENT
JULY 19 – AUGUST 16
FOR THE 2010-2011 SCHOOL YEAR!**

Open enrollment applications available at the Board Office
at 777 Garfield Avenue or online at www.milfordschools.org

Applications must be submitted in person at the:
Superintendent's Office
777 Garfield Avenue
Monday-Friday 8 a.m.-4:00 p.m.

August 16, 2010: Application Cut-Off

Applications must be submitted to the Superintendent's Office no later than 4:00 p.m.

Application Process

1. Application approval: Request will be acted upon (approved or denied) by August 20, 2010 with notification via letter from the Superintendent.
2. Applications must be submitted for interdistrict open enrollment on the official school district open enrollment form and submitted in person.
3. A separate application form must be submitted for each student who requests an interdistrict transfer.
4. Approval of students for open enrollment is at the discretion of the Superintendent in accordance with the district's policies and administrative regulations.
5. A transition meeting must be held with the Superintendent/Designee, Principal and the family.
6. No interdistrict transfer will be permitted if the enrollment of the grade level being requested exceeds district capacity limits and educational program limits.
7. Milford Exempted Village School District will assume no responsibility for the transportation of students.
8. Applications shall be on a first come, first serve basis (date/time of receipt) with an assurance that the following order for placement will be followed:
 - A. Milford resident students will not be displaced
 - B. Children of employees
 - C. Students who are members of the same family unit pursuant to Interdistrict Open Enrollment Policy

For more information, call 831-1314 or visit our website:
www.milfordschools.org

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

Application Process

1. Applications must be submitted for interdistrict open enrollment on the official school district enrollment form and submitted in person.
2. A separate application form must be submitted for each student who requests an interdistrict transfer.
3. Approval of students for open enrollment is at the discretion of the superintendent in accordance with the district's policies and administrative regulations.
4. A transition meeting must be held with the Superintendent/designee, principal and the family.
5. No interdistrict transfer will be permitted if the enrollment of the grade level being requested exceeds district capacity limits and educational program limits.
6. Milford Exempted Village School District will assume no responsibility for the transportation of students. Any transportation provided by the district for open enrollment students takes place within established bus routes and bus stops within the district.
7. Outside the district applications shall be on a first come, first serve basis (date/time of receipt) with an assurance that the following order for placement will be followed:
 - A. Milford Exempted Village School District resident students will not be displaced
 - B. Children of employees
 - C. Students who are members of the same family unit pursuant to Interdistrict Open Enrollment Policy
8. Applications must be submitted annually beginning July 19 through August 16, and all approvals will be on an annual basis in accordance with the Interdistrict Open Enrollment Policy.
9. Students, who begin, but choose not to complete the entire school year at Milford Exempted Village School District and who return to their resident school district during that same year will not be permitted to apply for interdistrict enrollment status for the following year.
10. Any student who expects to graduate from Milford Exempted Village School District must meet all the graduation requirements established in policy by the Milford Exempted Village School District.
11. Any falsification of information on the application form will render the application null and void.

The following criteria shall be used in determining space for additional students for interdistrict open enrollment.

1. No existing program will be expanded because of interdistrict open enrollment. No program will be moved to another building to accommodate students interested in transferring to Milford Schools. No new programs will be added because of interdistrict enrollment.

2. Transfer for open enrollment purposes may not create a racial imbalance. If minority balance of either the sending or receiving school would be negatively impacted, then the superintendent shall have individual discretion in this matter.
3. Application of students outside the building attendance area will be considered for attending the school of their choice provided grade, building and program balance can be maintained. The following criteria shall be used to facilitate and maintain this requirement:
 - A. Kindergarten - **20** per class
 - B. First grade - **20** per class
 - C. Second grade - **20** per class
 - D. Third grade - **22** per class
 - E. Fourth grade - **22** per class
 - F. Fifth grade - **24** per class
 - G. Sixth grade - **24** per class
4. 7-12 Enrollment in these grades may be permissible if the superintendent or his designee notifies the family that there may be space and that they may meet with the school guidance counselor to work out an individual schedule. Enrollment in a particular class by an interdistrict student cannot cause that option to be closed to residents of the Milford School District.
5. The building capacity will be reviewed annually and appropriate changes will be made, if necessary. The capacity numbers serve as a guide.

Evaluation

An annual evaluation of the impact of the Interdistrict Enrollment Policy will be completed by the superintendent including educational outcomes, costs and revenue.

Open Enrollment Timeline

Application Available: August of each year

No phone calls or personal meetings will be accepted

Application Cut-off: Applications must be submitted to the Superintendent's office no later than August 16

Application Approval: Requests will be acted upon (approval or denied) by August 20 with notification via letter from the Superintendent

Adoption: 7/15/2010



**MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT
INTERDISTRICT OPEN ENROLLMENT APPLICATION**

Date _____ Grade Level for Current School Year _____

Name of Student _____ Birth Date _____

Parent/Guardian's Name _____ Phone Number _____

Cell Phone _____

Address _____ City _____ Zip _____

School District Student Currently Attends _____

Building Name _____

School District of Residence _____

Building Name _____

Special Education Classes/Services Required YES NO

Type of Program _____

School Request (circle one) There is no guarantee of building choice; placement will be determined by class size.

Boyd E. Smith Elementary Charles L. Seipelt Elementary McCormick Elementary

Meadowview Elementary Mulberry Elementary Pattison Elementary

Milford Junior High School (7-8) Milford High School (9-12)

Has this applicant been expelled or suspended from school YES NO

*HIGH SCHOOL STUDENT ONLY GRADE LEVEL _____

*Number of current high school credits _____

*If for specific high school courses or special class, listed desired classes:

Why do you want your child to attend Milford Schools: (you may use back of this form)

I certify that all information contained in this application is true and complete, and I understand that the falsification of any of the above information will void this application and/or the enrollment of my child in the Milford Exempted Village School District.

Signature of _____ Date _____
Parent/Guardian _____

FOR OFFICE USE ONLY

Received by: _____

Title: _____

Mandatory transition meeting between the Superintendent or designee and building principal:

Meeting Date: _____

Approval _____ Rejected _____

Reason(s) _____

Superintendent _____