

HOWLAND LOCAL SCHOOL DISTRICT
Open Enrollment Application Procedures
2010-2011 School Year

Open Enrollment for **NEW** Students – March, 2010

1. Applications may be picked up at the front desk of the administration offices, 8200 South Street SE, Warren, Monday through Friday, during business hours **(8:00 a.m. – 4:00 p.m.)** beginning **March 01, 2010 through March 31, 2010**.
 2. Applications are **not** to be prepared in the administration offices when picked up.
 3. The first day to **return** completed applications is **Tuesday, March 02, 2010**.
 4. Completed applications should be returned, in person, to the front desk of the administration offices during the hours listed above, but **no later than March 31st**. Late applications will not be accepted. **DO NOT MAIL**.
 5. One application must be completed, in full, for **each** student. **Separate copies** of requested information must be attached to **each** student's application. Incomplete applications will not be considered.
 6. Applicants will receive **written notice** of the district's decision. The notice will be sent on or before the first week of June, 2010, for all grade levels **except Kindergarten**.
- Due to the volume of open enrollment applications, no information on the status of an application will be given over the telephone.***
7. Open enrollment is an option for all eligible students within the State of Ohio.
 8. Students who have an outstanding financial obligation to their previous school or district **will not be eligible** for open enrollment.
 9. Enrollment will be on a limited basis for the 2010-2011 school year.
 10. **Transportation of students accepted under open enrollment shall be the sole responsibility of their parents/guardians**. If we determine that there is an open seat on a bus, existing bus routes may be used to assist parents only if prior permission has been granted by the Howland Local Schools Transportation Department. This determination may not be made until **approximately mid-September**.

Note: Parents of students who are currently attending Howland through open enrollment for the 2009-2010 school year will be mailed an application to reapply for the 2010-2011 school year in early February, 2010.