

HOWLAND LOCAL SCHOOL DISTRICT
Open Enrollment Application Procedures
for the 2012-2013 School Year

Open Enrollment for **NEW** Students – **March, 2012**

1. Applications may be picked up at the front desk of the administration offices, located at 8200 South Street SE, Warren, Monday through Friday, during business hours (8:00 a.m. to 4:00 p.m.) beginning **March 01, 2012 through March 30, 2012**.
2. Applications are **not** to be completed in the administration offices when picked up.
3. The first day to **return** completed applications is **Friday, March 02, 2012**.
4. Completed applications must be returned, **in person**, to the front desk of the administration offices during the hours listed above, but **no later than March 30th**. **DO NOT MAIL. DO NOT FAX.**
5. Late applications will not be accepted.
6. 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.
7. Submission of an application for your child **does not guarantee** approval for open enrollment. Placement availability at all grade levels will vary based on Howland resident student enrollment within each grade.
8. Applicants will receive **written notice** of the district's decision. The notice will be sent during or before the **first full week in June, 2012**, for all grade levels.

NOTE: Due to the high volume of open enrollment applications received, no information on the status of an application will be given over the telephone.

9. **Approvals are for one (1) school year only.** You must re-apply for open enrollment each school year.
10. Open enrollment is an option for all eligible students within the State of Ohio.
11. Students who have an outstanding financial obligation to their previous school or district **will not be eligible** for open enrollment.
12. Enrollment will be on a limited basis for the 2012-2013 school year.
13. **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.**

***For those persons applying for open enrollment for a child who will be entering **Kindergarten**: Your child **must be registered and complete the Kindergarten readiness testing through your home school district.** Most districts will conduct registration and readiness testing prior to the end of the current school year. Also, please note that Kindergarten is **half-day** (a.m. or p.m.) in the Howland Local School District.