

Brookfield Local School District
State-Wide Open Enrollment Application Procedure
for Grades K-12 the 2018-2019 School Year

1. Open Enrollment applications may be picked up in the elementary, middle school, high school or Board of Education offices, located at 614 Bedford Rd. S.E., Brookfield, Ohio during regular school hours, or they can be downloaded from the Brookfield website: <http://www.brookfield.k12.oh.us/>.
2. Applications are **not** to be completed at the school when picked up. Please have your application completed (one per child) before calling the appropriate school for an appointment. Phone numbers are: Brookfield Elementary 330-619-5240, Brookfield Middle School 330-448-3003 and Brookfield High School 330-448-3001.

Completed applications consist of:

- a. One OE Application Form PER CHILD - Completely filled out, signed and dated
- b. Two (2) documents showing proof of residency (i.e. utility bill, cable, lease, mortgage, etc.)

Plus the following, ONLY if you are registering for the FIRST TIME to Brookfield Schools:

- a. Completed "NEW STUDENT ENROLLMENT PACKET" (All school offices have these.)
- b. Immunization Record
- c. Birth Certificate
- d. Social Security Card
- e. Court Ordered Custody Documents (where applicable)
- f. Photo Identification of Legal Parent/Guardian

3. Submission of an application for your child does not guarantee approval for open enrollment. Placement availability at all grade levels (K-12) will vary based on Brookfield resident student enrollment within each grade.
4. Applicants will receive written notice of the district's decision. The notice will be sent during the month of June 2018 from the Board office.
5. Approvals are for one (1) school year only. You must re-apply for open enrollment each school year.
6. Statewide open enrollment is an option for all eligible students within the State of Ohio.
7. Enrollment will be on a limited basis for the 2018-2019 school year.
8. **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 proper permission has been granted by Brookfield Local Schools Transportation Department. **This determination may not be made until mid-September.**

For those persons applying for open enrollment for a child entering **KINDERGARTEN**:

Your child **must be five (5) years old by August 1, 2018 and your child must be registered in your public school district of residence.** Also, please note that kindergarten is a full-day, every day program in the Brookfield Local School District.

Applications must be received in the school office by Friday, May 25, 2018 at 3:30 pm.

FOR BROOKFIELD OFFICE USE ONLY: MUST FILL OUT COMPLETELY!

APPROVED: _____ Called school to verify no attendance/discipline issues. _____ (initial here)

REJECTED: _____ If rejected, give reason here: _____

*Please check one of the following and indicate official start date (for **EMIS** purposes) if applicable:*

_____ This student was OE last year and will continue to be OE this year at the start of the school year.

_____ This student is a NEW enrollment, does not live in Brookfield and will enroll as an OE student effective on the following date: _____

_____ This student IS CURRENTLY enrolled as a Brookfield resident student, but the family recently moved out of Brookfield and into an OE area. They wish to continue to attend Brookfield. If YES, please indicate official open enrollment (move) start date: _____

Signature of Guidance Counselor or Principal: _____

Date Signed: _____

After this form has been signed by Guidance or the Building Principal, please submit this OE form (with copy of residency proof attached) to THE SUPERINTENDENT IN THE BOARD OFFICE FOR APPROVAL and filing purposes. From: Susie Thomas, Board Office - EMIS Coordinator

Signature of Superintendent: _____

Date Signed: _____