

**Steubenville City School District  
Intra-district Open Enrollment  
Students living in Steubenville City School  
District Requesting a Different Elementary  
Application**

Student's Full Legal Name \_\_\_\_\_  
(First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
(City, State, Country if not U.S.)

Gender: \_\_\_\_\_ Phone: \_\_\_\_\_ Language: \_\_\_\_\_

**Please answer both parts of the following two-part question:**

A. Is this pupil Hispanic/Latino? (Choose only one)

**No, not Hispanic/Latino**

**Yes, Hispanic/Latino** (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

*The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your child's race to be.*

B. What is the pupil's race? (Circle one or more)

**W White**

People who have origins in any of the original peoples of Europe, North Africa, or the Middle East.

**B Black or African American (Non-Hispanic)**

Persons having origins in any of the black racial groups in Africa.

**A Asian**

Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**I American Indian or Alaskan Native**

Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

**P Native Hawaiian or Other Pacific Islander**

Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

School Building of Residence: \_\_\_\_\_ Current Building: \_\_\_\_\_

Has your child been identified as gifted? \_\_\_\_\_

Does/has your child ever received special education services? \_\_\_\_\_ Does your child have a current IEP? \_\_\_\_\_

If yes, please circle which one: Multiple Disabilities Deafness Visual Speech Orthopedic Emotional Disabilities  
Intellectual Disabilities SLD Autism TBI Other Health Impaired Developmental Delay

Are there any 504 Plan Accommodations? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Does your child receive Gifted Services or is he/she currently on a WEP or WAP? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please submit a copy with this application.

School Requested: (circle one)

McKinley (PreK-4) East Garfield (PreK-4) Pugliese (PreK-4) Wells (PreK-4)

**Steubenville City Schools reserves the right to assign elementary students in a manner which achieves the best possible enrollment balance per building.**

Has this applicant been expelled or suspended from school? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, list dates \_\_\_\_\_

Approximate number of days absent during current school year \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*Falsification of any information will render the application null and void.\*\*\***

For Office Use Only - Received by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Reason(s): \_\_\_\_\_

Principal \_\_\_\_\_ Superintendent \_\_\_\_\_

**Steubenville City School District**  
**Parent Information on Intra-district Open Enrollment**

**Revised: 3/2023**

1. Parents requesting to have their children attend an alternative elementary school in the district for the next school year must submit an application for this placement between April 1<sup>st</sup> and April 30<sup>th</sup> of each calendar year to the superintendent.
2. Applicants shall be considered according to date of application on a first-come, first-served basis; however, students enrolled or living in the attendance area of a school building shall be given preference over applicants.
3. Applicants may be rejected for one or more of the following reasons, as provided by Section 3313.97 of the Ohio Revised Code:
  - a. If grade level/course capacity reaches reasonably accepted limitations.  
Maximum student enrollment twenty-six (26) per class.
    - 1.) These limitations shall take into consideration the special education students being mainstreamed into regular classrooms.
    - 2.) Administration reserves the right to add or reduce classrooms as dictated by enrollment to minimize busing of students from one elementary attendance area to another. These changes will be made prior to the processing of transfer requests.
  - b. If a student enrolled or living in the attendance area of a school building would have to be displaced.
  - c. If a student has been suspended or expelled for ten or more consecutive days during the school year in which the application has been made.
  - d. If minority balance of either the sending or receiving school would be negatively impacted, then the superintendent shall have individual discretion in this matter.
4. To maintain continuity of programs and prevent displacement of students from their elementary school of residence, students must remain in the new school the entire year. An application for transfer is approved for only one year.
5. Parents shall be notified by the superintendent of the application acceptance or rejection by June 1<sup>st</sup> of each calendar year. No transfers will be granted after this date until the next open enrollment.
6. Transportation of students transferred at parental request shall be the sole responsibility of their parents/guardians; however, existing bus routes may be utilized when convenient to assist parents in this process.
7. Students receiving special education services will continue to be assigned to schools where the services specified in the student's individualized education program are available.

The Steubenville City School District does not discriminate based upon race, sex, sexual orientation, religion, color, national origin, age, gender identity or expression, ancestry, familial status, military status, disability, genetic information, or any other legally protected category (collectively, "Protected Classes")