

# OPEN ENROLLMENT GUIDELINES

**Please read this information before filling out your open enrollment transfer request.**

Be sure you have followed the directions and correctly completed all information on the application form; otherwise, your application will be rejected.

## GENERAL GUIDELINES

This form is an application for an open enrollment request. Not every student who applies to change schools will receive an open enrollment transfer.

Students applying to Miller South School for the Visual & Performing Arts must complete an open enrollment form and audition for final placement. Once accepted, a student must remain at Miller South for the entire school year.

**Please note 6th, 7th, 8th grades have very limited space available, if any.**

Students **new** to Akron Public Schools must present the Open Enrollment Office with:

- 2 Proof of Residency (currently dated)
- Proof of custody or any court document (if applicable)
- Birth Certificate
- Copy of IEP & MFE or ETR (if applicable)

**If a student is approved to attend Miller South, the parent will need to provide the above information along with additional documentation such as shot records, transcripts etc to Miller South.**

Applicants will be informed in writing during the month of December 2019, whether or not the transfer has been approved for their first choice request. **DO NOT** telephone Akron Public Schools regarding your application approval. No information will be given over the telephone.

## WHAT ABOUT TRANSPORTATION?

Students whose transfers are approved will not be transported to Miller South or their 2<sup>nd</sup> choice approval. Parents are responsible for transportation.

## HOW ARE APPLICATIONS APPROVED?

Approvals ARE NOT based on a “first-come, first-served” basis.

Applications for transfer will be approved or denied on the following basis:

- **Audition:** Students applying for Miller South School for the Visual & Performing Arts must audition for acceptance into this program.
- Students NOT accepted to Miller South School for the Visual & Performing Arts may choose a second (2<sup>nd</sup>) open enrollment school. You will be notified of your 2<sup>nd</sup> choice by March 1, 2020.
- **Space:** Students may not be able to transfer if the school, interest area or the grade level to which they are applying is filled to capacity.
- **Behavior:** Students who have been expelled during this school year may not be allowed an open enrollment transfer. Students who have frequently been suspended during the current school year, have excessive absences and tardies, or have been transferred by Student Services on special permits for disciplinary reasons or pupil adjustment will be reviewed by a Student Services Coordinator prior to a decision of eligibility for open enrollment.

## OTHER

**Audition guidelines, dates and times will be sent to you via e-mail and U.S. mail by Miller South once your open enrollment form has been processed. Mail does not get forwarded to a new address. Parents should notify the school if there is a change of address. (330•761•1765)**

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