

ELEMENTARY OPEN ENROLLMENT OPTION APPLICATION FOR 2021-2022

District administration will determine the schools that are eligible for the Elementary Open Enrollment Option based on optimizing 75% capacity in district elementary schools that are not part of the School of Choice programs. Schools that are determined to be at a 75% or higher capacity will not be eligible for this option. Only those schools and grade levels specified by district administration will be available as options. Applications for the Elementary Open Enrollment Option will be available for a minimum of 10 school days beginning the third Monday in April each year before the placement process will begin or a lottery selection is made based on space availability. Approval to attend an out-of-zone school is based on school enrollment at requested school and grade level. Applications received after the closing date specified by district administration may not be approved due to staffing and capacity of the requested school and grade level.

Instructions & Information:

- Applications must be submitted with a current proof of residence:
 - Acceptable Proof of Residency(POR): Current Electric Bill, Gas Bill or Rental/Lease Contract in the parent/guardian's name-The school will request an updated POR in the summer leading up to the school year. The school may also request an updated POR during the school year (Policy JFAA and Administrative Rule JFAA-R). Failure to provide this documentation can result in the application being denied or approval being canceled.
 - If the parent or legal guardian does not have a POR in their name, then a Residency Verification must be completed and submitted with this form.
- Applications will not be approved if all documentation is not submitted.
- Applications will not be approved if the student has been suspended or expelled from his/her current school.
- Applications will not be approved if a student is not in good academic standing or has excessive tardies/absences at current school.
- School bus transportation **is not** available to students participating in the Elementary Open Enrollment Option. Parents/guardian must provide transportation if approved.
- An approval of an Open Enrollment request does not admit any student into a School of Choice or 4K program.
- If this request is granted, the student(s) may remain at the Open Enrollment School for the rest of his/her elementary school grades unless there are problems with attendance, tardies, or other documented issues at the school.

Applications may be revoked if:

- Inaccurate/incorrect information is provided on this form or to the school concerning residency or other documentation.
- Tardies, absences, late pick-ups and/or early dismissals become excessive.
- **Student does not remain in good academic and behavioral standing while at a school on an approved Open Enrollment Option.**

Applications are due to the Office of Student Service on or before May 7, 2021 at 3 pm.

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After being informed of an approved transfer, parent/guardian must contact the assigned school to enroll student.

Return this completed form with all documentation to:

Office of Student Services at Rock Hill Schools

c/o Elementary Open Enrollment Option

Street/Mailing Address: 386 East Black St, Rock Hill, SC 29730

Email: StudentServices@rhmail.org

Telephone: 803-981-1041

****One student per form****

Name of Student _____ **2021-2022** Grade Level _____

Last

First

Middle

Parent/ Legal Guardian _____ Home/Cell Phone _____ Work Phone _____

Current Street Address _____ City _____ Zip _____

Parent/Guardian's Primary Email Address (Please Print): _____

Date/Time Received
in Office:

Previous School in 2020-21	Zone School for 2021-22	Circle one request from the schools listed below for 2021-22
		<div> <div>Lesslie Elementary</div> <div>Mt. Holly Elementary</div> <div>York Road Elementary</div> </div>

I have read and understand all information regarding the open enrollment request provided on this document and verify that all information concerning this request is valid.

Signature of parent/guardian _____ Date _____

You will receive notice regarding acceptance or denial of your request by email. A copy will be sent to both the requested and zone schools.

For District Office Use Only: **Approved** **Denied** **School Assignment**_____

District Administrator's Signature _____ **Date** _____

Basis for denial: _____ Capacity of school/grade level does not support approval. _____ Tardy/absentee/discipline records do not support approval.

___ School or grade level reached capacity during the lottery process.

Comments