

2023-2024 INTRA-DISTRICT BUILDING TRANSFER REQUEST
OPEN ENROLLMENT / GRADES KG - 12

This form MUST be completed and returned to the PLSD Welcome Center located at Ridgeview Junior High -130 Hill Road South, BY JUNE 30, 2023. New student(s) enrolling after June 30th must complete this form at the time they submit their enrollment request in order to be considered. NO FORMS WILL BE ACCEPTED AT THE SCHOOL OFFICE. FAX: 614-835-2088 EMAIL: WELCOME_CENTER@PLSD.US PHONE: 614-920-6180

In accordance with the provisions of Pickerington Board of Education Policy 5113.01 AG, I/We hereby request that our student be considered for transfer to another attendance area/building within the district. I/We further understand that transportation, under the Intra-District Building Transfer (Open Enrollment) provision, is the parent's responsibility. Parents of a student in grades KG-6 are required to complete an application annually in order to be considered for an Intra-District Building Transfer (Open Enrollment). The request is good for one school year and any future requests may be denied. Once approved in grades 7-12, no additional applications need to be submitted. Your child must be enrolled as a student in PLSD at the time this form is submitted. Students are not guaranteed placement in any class or program in which they have qualified, when open enrolling into another building. Any new student enrolling after June 30th will not be subject to the due date but must complete this form at the time of their paperwork enrollment appointment. No applications for new students will be accepted after the start of the school year. Any student who makes a bonafide move within the district after the start of the school year may request an Intradistrict Transfer back to the school they were attending at the time of the move during the change of address process. A change of address, along with the request for the Intradistrict Transfer, must be made within 30 days of the bonafide move. If a family fails to submit the change of address within the allotted time or the district determines a family did not disclose a change of address, the Intradistrict Transfer request will be denied for the current school year and the student will be enrolled into their building of residency. I/We have reviewed and understand the district's intra-district transfer policy and agree to its provisions in making this request.

Student: Last _____ First _____ DOB: ____ / ____ / ____

Assigned School Building: _____ This request applies to Grade: _____

Requesting transfer to building: 1st choice: _____ 2nd choice: _____

Does this student have an IEP? [] Yes [] No Email Address: _____

Father/Guardian Name: _____ Contact Phone: _____

Mother/Guardian Name: _____ Contact Phone: _____

Current Address: _____ City _____

We are making this request because: _____

Parent's Signature: _____ Date: _____

PARENTS OF STUDENTS GRADES 7-12: PLEASE SEE ATHLETIC AND OTHER RULES BELOW

RESTRICTIONS:

All student athletes entering grades 8-12, who request and are granted an Intra-District building transfer (Open Enrollment), will be subject to PLSD policy. This means the student athlete will be ineligible for one calendar year. However, students entering grade 7 may be granted an Intra-District building Transfer (Open Enrollment) with no penalty if all other eligibility criteria are met.

- A. A student's athletic eligibility is established as follows:
1) The building in which a student attends their first day of junior high/high school establishes their eligibility at that building.
2) When the first scrimmage or game of the season, in any fall sport, takes place prior to the first day of the school year, any student who has participated athletically in the event has established his/her athletic eligibility in the building associated with the athletic team involved.
3) A student whose eligibility is established at Lakeview is simultaneously established at North.
4) A student whose eligibility is established at Ridgeview is simultaneously established at Central.
B. Any change in attendance to a different building after eligibility has been established, outside of a bonafide move, could make the student athletically ineligible to participate for one calendar year from the date of the transfer per PLSD policy.
C. If a student who attends the "other school" one year and then is denied an Intra-District transfer (Open Enrollment), the following year and therefore must attend his/her "home school", the student will be athletically eligible at their "home school" per PLSD policy but still must be approved by OHSAA before participating.
D. If this request is approved, the student is expected to complete his/her junior high/high school career (whichever applies) in the "other building", unless circumstances dictate otherwise. Due to class loads, we cannot guarantee placement availability for some course requests.

Athletic Acknowledgment (Parent Initial Here): _____

Revised 12/15/23
Revised 03/01/22
Revised: 11/13/19
Revised: 09/20/18

WELCOME CENTER USE ONLY

RECEIVED BY WC: _____ REQUEST W/D: _____
ATHLETICALLY ELIGIBLE: YES [] NO [] N/A [] ATHLETICALLY ELIGIBLE: YES [] NO [] N/A []