

## Pickerington Local School District (PLSD)

2019-2020

**INTRA-DISTRICT BUILDING TRANSFER REQUEST (OPEN ENROLLMENT) (GRADES KG - 12)**

**Note:** This form ***MUST*** be completed and returned to Jessica Seymour at the PLSD Welcome Center located at Ridgeview JH, 130 Hill Rd., S., Suite 102 – fax 614.833.2114, ***BY JULY 31, 2019***.  
PLEASE DO NOT RETURN THIS FORM TO THE SCHOOL OFFICE.

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 July 31<sup>st</sup> will not be subject to the due date but must complete this form at the time of their paperwork enrollment appointment. I/We have reviewed and understand the district's intra-district transfer policy and agree to its provisions in making this request.

Student: \_\_\_\_\_, \_\_\_\_\_ D.O.B.: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Last) (First)

Assigned School Building: \_\_\_\_\_ This request applies to Grade: \_\_\_\_\_

Requesting transfer to Building: \_\_\_\_\_ Does this student have an IEP? Yes  No

Father/: \_\_\_\_\_, \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Guardian (Last) (First)

Mother/: \_\_\_\_\_, \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Guardian (Last) (First)

Current Address: \_\_\_\_\_ (Street Address) \_\_\_\_\_ (City) \_\_\_\_\_ (Home or Cell Phone)

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 OHSA 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.

Revised: 09/20/18  
Revised: 03/08/17  
Revised: 09/21/16  
Revised: 09/01/15  
Revised: 01/20/15

**WELCOME CENTER USE ONLY**

Rec'd by W.C.: \_\_\_\_\_

Request W/D: \_\_\_\_\_

Athletically Eligible: Yes  No  N/A

Athletically Eligible: Yes  No  N/A

