**Open Enrollment Application**

**2022-2023 School Year**

Completed application and required forms must be returned, **in person**, to the

Berne Union District Administration office, 506 North Main Street, Sugar Grove, OH 43155

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

Student’s Full Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male Female

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

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

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School District in which you reside (District of Residence):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School District student is currently attending:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Grade Level School Year 2021-22:\_\_\_\_\_\_ Anticipated Grade Level School Year 2022-23:\_\_\_\_\_\_\_

Has child ever attended Berne Union Schools? \_\_\_\_\_\_\_\_\_\_\_\_ If yes, last date of attendance:\_\_\_\_\_\_\_\_\_

Is child a sibling of a student who is currently open enrolled? \_\_\_\_\_\_\_ If so, sibling’s name \_\_\_\_\_\_\_\_\_\_\_

Is child currently receiving special education services? \_\_\_\_\_\_\_\_ If so, please attach current IEP/ETR.

Is child currently receiving accommodations on a 504 plan? \_\_\_\_\_\_\_ If so, please attach current 504.

Has child been identified as gifted? \_\_\_\_\_\_\_\_\_ If child has a WEP/WAP, please attach.

Has child been suspended or expelled from school during current or previous school year? \_\_\_\_\_\_\_.

If yes, how many days and reason?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please share you reason for requesting open enrollment with Berne Union Local Schools:\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note to parents: It is the responsibility of the parent to ensure that all necessary documentation is received during the designated application period. An application is not considered complete without the required student records.**

**Student Records required to be attached for new open enrollment applicants**

* a recent official transcript or record of achievement (grade card)
* birth certificate and social security card
* a record of any suspensions or expulsions from the currently and/or previous school term (if applicable)
* current IEP, 504, WEP/WAP, if applicable
* copy of parent ID

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

Parent/Guardian Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Important Information on Open Enrollment

1. Applications for open enrollment must be submitted separately for each student and in person to the Berne Union Superintendent’s office between the hours of 9 - 3. Please do not contact the high school or elementary offices.
2. Acceptance of students is at the discretion of the Superintendent or his designee in accordance with district’s policies and administrative regulations.
3. Berne Union is not responsible for transportation of students participating in Open Enrollment unless it is deemed practical and reasonable by the Superintendent or his/her designee.
4. Open enrollment status could be revoked if attendance/behavior guidelines are violated or if there are repeated late pick-ups at dismissal.
5. Applications will be rejected if the student has been expelled or suspended for 10 days or more in the semester of application, or the semester preceding the term for which admission is sought.
6. No student shall be denied admission to the Berne Union or to a particular course or instructional program or otherwise be discriminated against for reasons of race, color, national origin, sex, handicap or any other basis of unlawful discrimination.
7. Approval/Denial letters will be sent no later than June 30th.
8. Completion of this form does NOT finalize the enrollment process. For assistance with enrollment please contact either the Elementary or High School office.

For Official Use Only:

Application Received by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_

Approved:\_\_\_\_\_\_\_\_\_\_\_\_ Denied:\_\_\_\_\_\_\_\_\_\_ Reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_