



# ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT



108 Woodrow Avenue, St. Clairsville, Ohio 43950 • Phone: (740) 695-1624 • Fax: (740) 695-1627 • Website: stcschools.com

## 2024-2025 SCHOOL YEAR

### INTERDISTRICT APPLICATION FOR OPEN ENROLLMENT TO ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_ GENDER \_\_\_\_\_

MOTHER'S MAIDEN NAME \_\_\_\_\_ GRADE LEVEL FOR **2024-2025** SCHOOL YEAR \_\_\_\_\_

PARENT/GUARDIAN'S NAME (**PRINT**) \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

NAME OF SCHOOL DISTRICT OF RESIDENCE \_\_\_\_\_

NAME AND LOCATION OF SCHOOL LAST ATTENDED \_\_\_\_\_

REASON FOR COMING TO ST. CLAIRSVILLE SCHOOLS \_\_\_\_\_

HAS THE STUDENT BEEN SUSPENDED OR EXPELLED DURING THIS SEMESTER OR THE PREVIOUS SEMESTER? \_\_\_\_ NO \_\_\_\_ YES

If yes, please explain \_\_\_\_\_

DOES THE STUDENT RECEIVE SPECIAL SERVICES? \_\_\_\_ SPEECH \_\_\_\_ TITLE I \_\_\_\_ GIFTED \_\_\_\_ 504

DOES THE STUDENT HAVE AN IEP? \_\_\_\_ NO \_\_\_\_ YES IDENTIFICATION \_\_\_\_\_

The United States Department of Education mandates that school districts collect and report racial and ethnic data. The purpose of collecting this information is to ensure equal access to education for all students. Please complete the information below.

- Is the student **Hispanic/Latino**? (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture of origin, regardless of race) \_\_\_\_ YES \_\_\_\_ NO
- Which of the following five racial groups applies to the student? Check all that apply.
  - \_\_\_\_ **American Indian or Alaska Native** - Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment
  - \_\_\_\_ **Asian** – Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
  - \_\_\_\_ **Black or African American** – Persons having origins in any of the black racial groups in Africa
  - \_\_\_\_ **Native Hawaiian or Other Pacific Islander**
  - \_\_\_\_ **White** – People who have origins in any of the original peoples of Europe, North Africa, or the Middle East

#### FOR NEW APPLICANTS ONLY

A copy of the student's **2023-2024** attendance record from the current school must be submitted with this application.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

#### FOR OFFICE USE ONLY

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DENIED BY: \_\_\_\_\_ REASON(S): \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_ SSID: \_\_\_\_\_

No student shall be denied admission to the St. Clairsville-Richland City School District or a particular course of an instructional program or otherwise discriminated against for reasons of race, color, national origin, gender, handicap, or any other basis of unlawful discrimination. Admission is dependent on available space.

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## SUPERINTENDENT'S OFFICE

Dr. Walter Skaggs, Superintendent  
Christina Laudermitl, Asst. Superintendent/Director of Curriculum  
Michele Grant, Director of Special Education  
Jim Yates, Director of Technology  
Sharon Harrison, Executive Administrative Assistant  
Darlene Graham, EMIS Coordinator  
Tammy Ellis-Kopyar, District Registrar/Administrative Assistant



## TREASURER'S OFFICE

Amy Porter, Treasurer/CFO  
Betty Milhoan, Assistant to the Treasurer  
Valerie Lachendro, Assistant to the Treasurer  
Treasurer's Office Fax: 740-695-5805

**TO:** Parents, Guardians, and Students Pursuing Open Enrollment

**FROM:** St. Clairsville-Richland City Schools

**DATE:** March 1, 2024

**RE:** Open Enrollment Policy Changes for the 2024-2025 School Year

Please be advised that a new policy regarding open enrollment has been adopted for the 2024-2025 school year. In summary, this new policy considers the attendance history of students applying for open enrollment in the St. Clairsville-Richland City School District. Students who are applying for open enrollment or who are already enrolled will not be granted open enrollment status if that student has missed 100 hours or more of school throughout the preceding year. This does not include hours missed that are covered under a documented medical excuse. In addition, students that are truant from school without a legitimate excuse will be denied open enrollment in accordance with the new policy guidelines. Students applying for open enrollment to the district for the first time must submit attendance documentation upon application.

Please see the text of the Board Policy JECBB-R: Admission of Interdistrict Transfer Students provided below:

- The District will deny open enrollment to any student who was absent without legitimate excuse in the prior school year for:
  - 30 or more consecutive hours, or
  - 42 or more hours in one month, or
  - 72 or more hours in the entire school year.
- The District will deny open enrollment to any student who was absent for 100 or more hours in the prior school year. Said absences shall not include absences due to legitimate medical excuses.