



# WESTERVILLE CITY SCHOOLS

## Westerville South High School



### Application for International Baccalaureate Administrative Placement

Westerville South High School is a designated International World School by the International Baccalaureate Organization. As such, students accepted into the International Baccalaureate (IB) program must be enrolled as full-time students at Westerville South High School. Students who are IB Administratively Placed at Westerville South High School are required to complete two IB courses within their junior and senior years. Students who do not enroll in the prescribed IB coursework will be required to return to their home school of residence.

PLEASE READ THIS APPLICATION CAREFULLY AND INCLUDE ALL REQUIRED DOCUMENTATION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND MAY CAUSE A DELAY IN ADMINISTRATIVE PLACEMENT.

**PLEASE CHECK TO ENSURE ALL ITEMS ARE COMPLETED**

- Completed Application
- Signature of Student AND Parent/Guardian
- Copy of Current Year Report Card (2<sup>nd</sup> Quarter if submitting by March 15 Deadline)
- Completed Teacher Reference from *Current-Year* Teacher

APPLICANT INFORMATION (Please Print)			
Last Name	First Name (no nicknames)	Current Grade	
Street Address	Apt #	Home Phone	
City		State	ZIP
Parent/Guardian Name		Work Phone	
Current School	Residential High School		
Parent Email Address			

## PLEASE NOTE

1. OHSAA Athletic Eligibility is based upon where a student begins his or her 9th grade year. Incoming IB Administratively Placed 9th grade students will be athletically *eligible* at Westerville South High School. As outlined in OHSAA Bylaw 4-7-6, students who are IB Administratively Placed to Westerville South High School AFTER his or her 9th grade year **MAY** regain athletic eligibility upon approval of the OHSAA Executive Director's office. IB Administratively Placed students who do not meet the IB requirements and are returned to their home school of residence OR choose to Open Enroll to another high school after attending Westerville South **will lose athletic eligibility.**

2. The fee structure for the IB program may be subject to change annually. There are additional costs associated with the IB program which will be assessed when the student registers for IB testing. Currently, the projected Subject Fee (per course) is \$125. Students on free or reduced lunch under the Federal Lunch Program may have reduced fees.

3. **Students must complete a minimum of two (2) IB courses.** IB Administratively Placed students will be required to adhere to all updated policies as a condition to remain in the IB program and a student at Westerville South High School. Completing a course means completing both years of a two-year course. Most IB courses are two-year courses.

4. Transportation to Westerville South High School will be the responsibility of the parent/guardian. No special transportation routes for non-handicapped students will be created for IB Administratively Placed students.

5. Students **may not** submit applications for IB Administrative Placement and Open Enrollment simultaneously. Students must select under which program they would like to be considered for placement to Westerville South High School. You may not submit an IB application after being denied admission to Westerville South through Open Enrollment.

## TEACHER RECOMMENDATION

Teacher:


## SIGNATURES

By signing this application, we are requesting that the student named on this application be considered for IB Administrative Placement to Westerville South High School. We attest that the information on this application is complete and accurate and that we agree to abide by all of the regulations and requirements set forth by the IB program.

Student Signature

Date

Parent/Guardian Signature

Date

## APPLICATION DEADLINE: MARCH 15

STUDENTS WHO SUBMIT THEIR APPLICATION BY **MARCH 15** WILL BE NOTIFIED OF THEIR STATUS BY MAIL DURING THE WEEK OF MARCH 16. APPLICATIONS RECEIVED AFTER **MARCH 15** WILL BE PLACED ON A WAITING LIST IN ORDER OF RECEIPT. BECAUSE THE IB PROGRAM BEGINS IN THE JUNIOR YEAR, INCOMING JUNIORS ON THE WAITING LIST WILL BE GIVEN FIRST PRIORITY FOR IB ADMINISTRATIVE PLACEMENT. INTERNAL APPLICATIONS RECEIVED AFTER MAY 1 WILL NOT BE CONSIDERED. NOTIFICATION OF IB ADMINISTRATIVE PLACEMENT FOR STUDENTS ON THE WAITING LIST WILL BE MADE ON A SPACE-AVAILABLE BASIS BEGINNING **THE FIRST WEEK OF JUNE**.

Should you have any questions regarding the IB program or its requirements, please contact Bill Heinmiller, IB Program Coordinator, at 614-797-6086, or by email at the following address: [HeinmilB@westerville.k12.oh.us](mailto:HeinmilB@westerville.k12.oh.us).

For more information about the International Baccalaureate program, please visit [www.ibo.org](http://www.ibo.org).

**Submit completed application via mail, fax or email to:**

**Westerville City Schools**  
**M. Scott Reeves, Executive Director of Secondary Academic Affairs**  
**936 Eastwind Drive**  
**Westerville, Ohio 43081**  
**614-797-5701 (Fax)**  
[eisenmak@westerville.k12.oh.us](mailto:eisenmak@westerville.k12.oh.us)

(For Office Use Only)

\_\_\_\_\_  
 Superintendent/Designee

Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

Approved

Denied