

School Name

Date

Dear Parents and Guardians,

At the beginning of the year, when our team reached out to our families of children who would be attending our school on open enrollment, we explained that our School Board policy had modified its Open Enrollment policy.

The revised school board policy and procedures reflect the community's commitment that all students in the Coeur d'Alene School District should be able to attend their neighborhood school in which they are zoned. The policy will assist us in eliminating a long-standing practice of sending children away from their home schools as "forced transfers" when particular classrooms in schools fill up beyond class targets.

In order to honor this commitment and allow students who live in a particular zone to attend their neighborhood school, administrators are expected to request open-enrolled students return to their home schools if classrooms reach enrollment numbers that extend beyond classroom targets.

I am writing to let you know that the **(grade level)** classrooms at **(school)** are beginning to exceed our targeted sizes. It is likely that we will be required to hold a district-required lottery to determine which open enrolled students will be required to return to their home schools in the near future. While none of us want this to happen, I feel it is important to let you know that this could be a possibility for some of you soon. We will keep you informed as we move forward.

With the utmost respect and sincerity,

Principal
School