Coeur d’Alene School District No. 271

STUDENTS

Open Enrollment Procedures

1. Submitting the Form

   A. Open Enrollment applications are available online on the District Website.

   B. Notification by the school, district website and school newsletters will announce the opening date to submit an application for the follow year.

   C. Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school.

   D. In some cases, additional information may be required and if so the applicant will be notified.

2. Review Approval Process

   A. Open enrollment applications will be evaluated on a case by case basis and is granted on a year to year basis.

   B. If overcrowding exists, the District may declare specific schools closed to transfers as early as late spring, prior opening of the ensuing school year.

   C. Factors which may cause an Open Enrollment Application to be denied or revoked include, but are not limited to:
      ▪ A school, grade or program(s) lacks available classroom space and/or staff;
      ▪ The current enrollment at the school, grade or program(s) is at or above 95% of the current recommended teacher class load;
      ▪ The student has been suspended or expelled or has committed a disciplinary violation or which he/she could be suspended or expelled;
      ▪ The student has a documented history of disciplinary infractions;
      ▪ It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete;
      ▪ It is determined that such enrollment would negatively impact the efficient use of District resources; or
- Attendance issues.

F. Parents will be notified by the school and receive a copy of the signed approved or denied application.

G. State law requires reapplication on an annual basis and the procedure is determined by the District.

H. Special education, English Language Learners (ELL), or alternative school students must meet the requirements and the procedures established for those programs.

Procedure History
Promulgated on: August 11, 2014
Revised on: 9/10/18, 12/3/18