

Notification of Open Enrollment Closure.

1. The District will notify parents or guardians of Open Enrollment closure decisions made by the Board by posting such information on the District website and including this information in Open Enrollment application materials.

Open Enrollment Procedures

1. Submitting the Form
 - A. Open Enrollment applications are available online on the District website.
 - B. Notification on the District website and newsletters will announce the opening date to submit an application for Open Enrollment for the following year.
 - C. Open Enrollment applications must be submitted to the school of choice annually, for potential admission the following year. The District will notify parents regarding deadlines for such applications.
 - D. Upon agreement between the resident and the nonresident school boards, or between the affected schools within the home district, the deadlines for application may be waived.
 - E. Students who reside in the District and move out of their Attendance Zone during the school year must initiate an Open Enrollment request to stay in their school.
 - F. 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, and any time prior to 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;
 - The student has a documented history of attendance issues; or
 - The student has violated any Board policy or procedure.
- D. Parents will be notified if their Open Enrollment application has been approved or denied. Denied applications will be accompanied by a written explanation of the reason(s) for denial.

Procedure History

Promulgated on: 8/11/14

Revised on: 9/10/18, 12/3/18, 4/6/20