

Open Enrollment

Parents or guardians may apply to enroll their student(s) at the school that they believe will be in the student's best interest, even when that school is located outside of their Attendance Zone (defined below). This process is known as Open Enrollment. As permitted by Idaho Code, the Board, by resolution, may close the Open Enrollment option at any time. The Board will revisit such resolutions in the fall of each year.

Generally student(s) enroll at the school located within their Attendance Zone. This policy does not govern the application process for enrollment at a District magnet school. That process is governed by Board Policy 3012. This policy addresses applications to enroll a student at a school located outside of a student's Attendance Zone, or outside of that student's home District.

The Board will set all policies and standards for the Open Enrollment programs, which will be implemented by the Superintendent. In making a decision on an Open Enrollment application, the Superintendent or designee may consider the hardship that would result with respect to any application, including without limitation, the impact on other students, the lack of space and/or staff at a school, grade level or class, the availability of programs and services, and other relevant factors. A student that is accepted under Open Enrollment is referred to as a transfer student.

A student currently under suspension or expulsion in this District or another district is not eligible for Open Enrollment under this policy.

Transportation

For in-District transfers, parents/guardians will be responsible for transporting their accepted student to an established bus stop (identified by the District), in which case parents/guardians will be responsible for transporting their student to the identified bus stop.

For out-of District transfers, parents or guardians will be responsible for transporting the accepted student directly to school, unless space is available at an established bus stop (identified by the District), in which case parents/guardians will be responsible for transporting their student to the identified bus stop.

Varsity Sports

It is recommended that a student who is considering submitting an open enrollment application to this District, and who anticipates participating in a sport governed by the Idaho High School Activities Association (IHSAA) review IHSAA rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.

Application/Approval Process

Open Enrollment applications must be submitted to the school of choice annually, for potential admission the following year. Idaho Code 33-1402 requires annual application to a school outside of the student's home district/zone. Although not guaranteed and subject to the space and priority considerations outlined in policy/procedure, the District will endeavor to honor a high school student's desire to complete all grade levels at that student's school of choice, given the eligibility and related concerns for such high school students. The District does not guarantee re-enrollment at any grade level.

The District will notify parents regarding deadlines for such applications. The Superintendent or designee shall establish a procedure consistent with this Policy that:

1. Establishes a method of notification to parents or guardians of any resolution in effect by the Board which limits or closes the Open Enrollment program;
2. Identifies the method of determining which students will be chosen when a hardship exists (such as limited space and/or resources);
3. Establishes a system for notifying parents or guardians of the action taken on the Open Enrollment application;
4. Identifies the factors which may cause an Open Enrollment application to be denied; and
5. Creates a process for removing a student from a transfer school, including the grounds for removal, and parent notification.

The Superintendent or designee may deny an Open Enrollment request when such enrollment would create a hardship or otherwise negatively impact the efficient use of District resources. The Superintendent or designee may set capacity limits (such as utilizing up to 95% building capacity, class size limits, grade level limits, program limits and other similar capacity limits), to provide for appropriate and efficient use of facilities and staff.

In situations where openings are limited, the Superintendent or designee may give priority to certain students. Preference for initial Open Enrollment or continuation of Open Enrollment may include, but are not limited, the following priorities in order of consideration:

1. Students whose parents are employed by the District;
2. Students who were enrolled the prior year under Open Enrollment at the requested school and reside within the District boundary;
 - a. Any in-District student who was granted priority as a result of a grandfathering decision, will be given preference over all other applicants within this priority group.
3. Siblings of a current open enrolled student who reside within the District boundary;
4. Students who reside in the District boundary, but outside the Attendance Zone;
5. Students who were enrolled the prior year under Open Enrollment at the requested school and reside outside the District boundary;
6. Siblings of a current open enrolled student who reside outside the District boundary;

7. Students residing outside of the District boundary.

The Superintendent or designee may deviate from the above priorities in order to take into consideration unique circumstances or extraordinary factors, including but not limited to accommodations required by existing IEPs or 504 plans.

Revocation of a Transfer

The Superintendent or designee may revoke the status of a current open enrolled student when the enrollment of such student creates a hardship or otherwise negatively impacts the efficient use of District resources. Such hardship includes, without limitation, the ability of the District to accommodate all in-District student enrollment needs. The Superintendent or designee will make all reasonable efforts to align such revocations with existing grading periods.

Open Enrollment transfer students are required to comply with all District policies. Violation of any Board policy or procedure (i.e. Student Discipline, poor attendance or grades, etc.) may be grounds for the District to revoke an approved application mid-school year. If a student's Open Enrollment transfer is revoked, the parent/guardian may request an administrative review by the Superintendent or designee of the District. The Board of Trustees may, at its discretion, review the Superintendent's decision.

Student Rights and Responsibilities

All students' rights and responsibilities remain the same regardless of what school they attend within the District.

Preventing or Recruiting Potential Open Enrollment Students

The District or its employees will not take any action to prohibit or prevent application by a student to attend school in another school district or to attend another school within the District. In no event is the District, or an employee of the District to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including dismissal.

Out of State Enrollment

Out of state students will be required to pay a tuition fee per Idaho Code.

Grandfathering/Transition Plans

The Board reserves the right to deviate from this policy to institute short-term grandfathering decisions that may be appropriate, in the discretion of the Board, during a time of transition resulting from boundary/zoning changes.

Definition:

Attendance Zone: An attendance zone is an area within the District boundary within which a single elementary school, middle school or high school exists. A student identifies their “home” school by locating their primary residence on the attendance zone map and identifying the corresponding school within that attendance zone. (For magnet school Preferred Priority Zones see Policy 3012.)

Cross Reference: 2240 Class Size

Legal Reference:	I.C. §33-512	Governance of Schools
	I.C. §33-1401	Transfer of Pupils - Definitions
	I.C. §33-1402	Enrollment Options
	I.C. §33-1404	Districts to Receive Pupils
	I.C. §33-2001	Education of Exceptional Children - Definitions

Policy History:

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