

Series 500 – Student Personnel

Policy Title: OPEN ENROLLMENT TRANSFERS

Policy Code No. 501.7

PROCEDURES AS A SENDING DISTRICT

The school district will participate in open enrollment as a sending district. As a sending district, the Board of Directors will allow resident students, who meet the requirements to open enroll to another public school district.

It shall be the responsibility of the superintendent or designee to maintain open enrollment request applications and notice forms. It shall also be the responsibility of the superintendent or designee to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Parents/Guardians requesting open enrollment out of the school district for their student shall notify the sending and receiving school districts no later than March 1 in the school year proceeding the first year desired for open enrollment. The notice shall be made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents/Guardians of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents/Guardians of children who will begin kindergarten shall file in the same manner set forth above by September 1.

Parents/Guardians who have good cause as defined by law for failing to meet the March 1 deadline may make an open enrollment request in the same manner set forth above.

An open enrollment request out of the school district from parents/guardian of a special education student shall be reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district shall determine whether the program is appropriate. The special education student shall remain in the school district until the final determination is made.

The receiving district will approve all other open enrollment requests according to the timelines established by law. The parents/guardians may withdraw the open enrollment request prior to the start of the school year. The receiving district's superintendent or designee shall notify the parents/guardians by mail within five days of the Board of Directors' action to approve or deny the open enrollment request.

The Board of Directors will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

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PROCEDURES AS A RECEIVING DISTRICT

The school district will participate in open enrollment as a receiving district. As a receiving district, the Board of Directors will allow nonresident students, who meet the requirements set by the Board of Directors, to open enroll into the school district. The Board of Directors shall have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The superintendent will approve timely filed applications by June 1st; incoming kindergarten applications; good cause application; and continuation of an educational program application filed by September 1.

The superintendent or designee shall notify the sending school district within five days of the school district's action to approve or deny the open enrollment request. The superintendent or designee shall also forward a copy of the Board of Directors' action with a copy of the open enrollment request to the Iowa Department of Education.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The Board of Directors, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district shall be considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Generally, students in grades nine through twelve open enrolling into the school district shall not be eligible for participation in interscholastic athletics, at the varsity level, during the first ninety days of open enrollment into the school district.

Parents/guardians of students whose open enrollment requests are approved by the Superintendent shall be responsible for providing transportation to and from the receiving school district without reimbursement. The Board of Directors will not approve transportation into the sending district.

An open enrollment request into the school district from parents/guardians of a special education student shall be reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is

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appropriate for the student’s needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district shall determine whether the program is appropriate. The special education student shall remain in the sending district until the final determination is made.

The policies of the school district shall apply to students attending the school district under open enrollment.

It shall be the responsibility of the superintendent or designee to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Date of Adoption 08/14/1989
Review Date 08/11/2008
Revision Date 08/11/2008

Legal Ref.: Iowa Code §§ 139.9; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (1991).
 Iowa Code § 282.18 (Iowa Acts 1992).
 281 I.A.C. 17.
 1990 Op. Att’y Gen. 90-6-2 (L).
 IA Admin. Code 281.17

Cross Ref.: Board Policy
 501 Student Attendance
 506 Student Records
 604.1 Competent Private Instruction