

OPEN ENROLLMENT PROCEDURE 1

In-District Open Enrollment applications may be approved at district level without School Board approval and in accordance to the policy. The School Board must approve all Out-of-District Open Enrollment applications.

APPLICATION DEADLINE

- Open enrollment applications will be accepted at any time throughout the year. However, those applications submitted by February 1 of each year will receive first consideration for open enrollment in the indicated grade.
- Applicants meeting the above deadline will generally receive notification of their open enrollment status by August 1.

ENROLLMENT PRIORITIES

- In situations where openings are limited and applicants have met the prescribed deadline, the Superintendent or designee may give priority to certain students. Priorities include, but are not limited to the following:
 - ~ The Superintendent or designee may deviate from the above-mentioned deadline in order to take into consideration unique circumstances or extraordinary factors.
 - ~ The above-mentioned deadline will be used to consider the priority of those who have applied for open enrollment for openings in space-limited schools.
 - ~ Vacancies will be filled until there are more applications than available vacancies in a category.
 - ~ Applications received after the deadline will be considered based on space availability at the receiving school.
- Restrictions Factors which may cause an Open Enrollment Application to be denied include:
 - ~ School or program overcrowding;
 - ~ The student has been suspended or expelled from any school;
 - ~ The student has a history of documented disciplinary infractions within the past 3 years and/or unacceptable behavior;
 - ~ Lack of academic progress;
 - ~ Poor attendance;
 - ~ Issues with late arrival/pick-up times;
 - ~ or other circumstances that interfere with the learning environment as determined by the Superintendent or designee; or

- ~ Information on the Open Enrollment Application has been misrepresented or was incomplete.

IN-DISTRICT APPROVAL PROCESS

- Parent/guardian completes the open enrollment application form annually and submits it to the requested school principal.
- The principal of the receiving school approves or denies the Open Enrollment request by completing the appropriate section of the Open Enrollment Application form and forwards it to the superintendent.
- The superintendent approves or denies the Open Enrollment request by completing the appropriate section of the Open Enrollment Application form.

OUT-OF-DISTRICT APPROVAL PROCESS

- Parent/guardian completes the open enrollment application form annually and submits it to the principal of the requested school.
- The receiving school principal makes a recommendation to approve or deny the transfer by completing the appropriate section of the Open Enrollment Application form.
- The receiving school principal sends the form to the Superintendent.
- The Superintendent adds the matter to the next regular board meeting agenda for Board approval or denial.
- The Superintendent then approves or denies the Open Enrollment request by completing the appropriate section of the Open Enrollment Application form.
- If approved or denied, the applicants are sent a letter notifying them of the decision and a copy of the Open Enrollment form.

PARENT NOTIFICATION

- Approved Request: The letter approving the request will inform the parents of the following:
 - ~ The Board reserves the right to remove an open-enrolled student at any time because of unacceptable behavior, false or misleading information on the open enrollment application, lack of academic progress, or poor attendance,
 - ~ The principal or designee shall inform the parent/ guardian of the circumstances, which jeopardize the student’s status at the transfer school.
 - ~ The decision by the Board to revoke a previously approved open enrollment application is final.
- Denied Request: If the request for open enrollment is denied, the denial will include a written explanation. If the application is denied because open enrollment capacity has been reached at the school of choice, the denial may include information about other schools that are below capacity.



LEGAL REFERENCE:

Idaho Code Sections

33-135 – Teachers – Classroom Size - Reporting

33-205 – Denial of School Attendance

33-1002B – Pupil Tuition-Equivalency Allowances

33-1401, *et seq.* – Transfer of Pupils

IDAPA 08.02.02.110 – Personnel Standards

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