Policy 501.15: Open Enrollment Transfers - Procedures as a Receiving District

Status: DRAFT - 2nd Reading

Original Adopted Date: 11/01/2003 | **Last Revised Date:** 09/30/2024 | **Last Reviewed Date:** 09/30/2024

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

The Board shall take action on the open enrollment request no later than June 1 in the year preceding the first year desired for open enrollment.

The Superintendent shall notify the sending District within five days of the board's action to approve or deny the open enrollment request. The Superintendent shall notify the parents within fifteen days of the board's action to approve or deny the open enrollment request.

Open enrollment requests into the District will not be approved if insufficient classroom space exists. Open enrollment requests into the District will also not be approved for students who have been suspended or expelled by the administration or the board of the District the student is or was attending until the student has been reinstated into the 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. The district reserves the right to deny continued open enrollment to any student who meets the definition of truant. The district will notify the truant student's parent or guardian and district of residence of the decision to deny enrollment in the future in accordance with applicable laws.

Open enrollment requests into the District that, if denied, would result in students from the same nuclear family being enrolled in different Districts, will be given highest priority. The Board, 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 Districts. Other open enrollment requests into the District shall be considered in the order received by the 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 District shall not be eligible for participation in interscholastic athletics at the varsity level only, in accordance with applicable laws.

Parents of students whose open enrollment requests are approved by the Board shall be responsible for providing transportation to and from the receiving District without reimbursement unless the parents qualify for transportation assistance.

If an open enrolled student's primary residence is closer to the receiving district's attendance center than the distance from the student's primary residence to the sending attendance center, the sending district will allow the student's receiving district to send school vehicles no more than two miles into the sending district's boundaries to pick up the student. Iowa Code 282.18(10)(b)(1)

A receiving district may send school vehicles into the sending district's boundaries to transport students to and from school in the receiving district, if the total enrollment of the student's resident district is less than two thousand students; the student's resident district is contiguous to the receiving district; and the student's resident district has sent school vehicles into the receiving district pursuant to Iowa ~~Code 282.18(8)(b)(1).~~ Code 282.18(10)(b)(2)

An open enrollment request into the District from parents 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 District is 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 District shall determine whether the program is appropriate. The special education student shall remain in the sending District until the final determination is made. For children requiring special education, the receiving district will complete and provide to the resident district the documentation needed to seek Medicaid reimbursement for eligible services.

Students open enrolled into the District will be placed in the attendance center that best balances the District's class size and classrooms available. Enrolled resident students will be given priority for attendance center choice until June 15th of each school year. After an open enrolled student is assigned to an attendance center, he/she will retain

all the same rights and privileges, as it relates to attendance centers, as any resident student.

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

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

I.A.C. Iowa Administrative Code	**Description**
281 I.A.C. 17	[Open Enrollment](#)

I.C. Iowa Code	**Description**
Iowa Code § 139A.8	[Immunization of Children](#)
Iowa Code § 274.1	[Legal Status](#)
Iowa Code § 279.11	[Directors - Powers and Duties - Classroom Assignment](#)
Iowa Code § 282.1	[Attendance and Tuition - School Age-Nonresidents](#)
Iowa Code § 282.18	[Attendance and Tuition - Open Enrollment](#)
Iowa Code § 282.3	[Attendance and Tuition - Admission and Exclusion](#)
Iowa Code § 299.1	[Compulsory Education - Attendance Requirements](#)
Iowa Code § 282.8	[Attending School Outside State](#)

Cross References	**Description**
501.06	[Student Transfers In](#)
501.07	[Student Transfers Out or Withdrawals](#)
501.14	[Open Enrollment Transfers - Procedures as a Sending District](#)
606.06	[Insufficient Classroom Space](#)