

Policy 501.14: Open Enrollment Transfers - Procedures as a Sending District

Status: ADOPTED

Original Adopted Date: 11/01/2003 | **Last Revised Date:** 09/30/2024 | **Last Reviewed Date:** 10/01/2024

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

Parents requesting open enrollment out of the District for their student shall notify the sending and receiving School District no later than March 1 in the school year preceding 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 of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten and prekindergarten children enrolled in special education programs and included in the district's basic enrollment shall file in the same manner set forth above by September 1. Parents who have good cause as defined by law for failing to meet the March 1 deadline may make an open enrollment request by September 1 unless deadline applies.

The receiving district will approve or deny open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the start of the school year. The receiving district's Superintendent shall notify the parents and sending school district by mail within five days of the board's action to approve or deny the open enrollment request.

Subject to applicable laws, the Board may approve a student's request to allow the receiving District to enter the school District for the purposes of transportation.

An open enrollment request out of the District from parents 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 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 District until the final determination is made.

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