GENERAL INFORMATION: Kindergarten through twelfth grade students may apply to attend a public school outside of their resident district (Minnesota Statutes, Section 120.062). Please read instructions on reverse side before completing this application. Use one application for each student.

SECTION 1: TO BE COMPLETED BY THE STUDENT’S PARENT OR GUARDIAN
(See instructions on reverse side)

Parent/Guardian Name (Last, First, M.I.)

Telephone Number:
Home: (       ) -
Work: (       ) -

Parent/Guardian Address (Residence) City Zip Code:

Resident District (of student) City Resident District No.

District Name (of intended Enrollment) City Nonresident District No.

Student Name (Last, First, M.I.)

Birthdate Sex
Month Date Year M F

Student Address (if different from Parent/Guardian) City Zip Code:

School Currently Attending Current Grade [ ] Special Needs (specify):

Student Race/Ethnicity (check one only):
[ ] American Indian [ ] Asian or [ ] Hispanic [ ] Black, not of
or Alaskan Native Pacific Islander Hispanic Origin [ ] White, not of
Hispanic Origin

List School Name/Program/Curriculum Area in which student wishes to be enrolled AND reason for this request.

The above information is true and correct to the best of my belief and knowledge.

________________________________________________     _____________
Signature - Parent/Guardian                                            Date

NOTE: Families living in Duluth, Minneapolis or St. Paul MUST submit their School District Enrollment Options application to their resident district for approval to leave the district. If the request does not disrupt desegregation guidelines, the application will be approved and sent to the non-resident district.

SECTION 2: TO BE COMPLETED BY THE RESIDENT DISTRICT WITH A DESEGREGATION PLAN

Date of receipt of Application District Name District Number

Contact Person (District Enrollment Options Program) Title Telephone Number (       ) -

Following review of this application for enrollment, and with consideration to the laws and rules applicable to the School District Enrollment Options Program, and to the criteria of this district which has been developed for approval of applications for enrollment under this program, this application is hereby (check one):

[ ] APPROVED and sent to the non-resident district for approval.

[ ] DISAPPROVED for the following reasons:

________________________________________________
Signature - Superintendent/Responsible Authority

Date

NON-RESIDENT DISTRICTS MUST COMPLETE THE REVERSE SIDE
### SECTION 3: TO BE COMPLETED BY THE NON-RESIDENT DISTRICT

<table>
<thead>
<tr>
<th>Date of Receipt of Application</th>
<th>District Name</th>
<th>District Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person (District Enrollment Options Program)</td>
<td>Title</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>following review of this application for enrollment, and with consideration to the laws and rules applicable to the School District Enrollment Program, and to the criteria of this district which has been developed for approval of applications for enrollment under this program, this application is hereby (check one):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] APPROVED</td>
<td>[ ] DISAPPROVED</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature - Superintendent/Responsible Authority</th>
<th>Date</th>
</tr>
</thead>
</table>

1. To be completed by the nonresident district: On the basis of information provided int he above application, and with respect to district criteria, policies and procedures, the above student will be assigned for enrollment:

   in __________________________

   School Building Name

   on __________________________, at

   Starting Date         Student Grade Level

Please visit the district offices at least ten (10) days prior to the above starting date for completion of all enrollment forms.

2. The above district is unable to approve your request for enrollment under the School District Enrollment Options Program for the following reason(s):

   [ ] Lack of Space Within School
   [ ] Lack of Space Within Program
   [ ] Lack of Space Within District
   [ ] Racial Imbalance (re: Desegregation Plan)
   [ ] Other:

   See Attachment(s)

### INSTRUCTIONS

**SECTION 1:** Before applying, visit schools and ask questions of administrators, teachers, parents and students. The Minnesota Department of Education has a pamphlet "How To Select A School For Your Child: A Family Guide" which will be sent on request by calling (612) 296-1261. Another pamphlet, "How To Pick Your Child's School" should be available at a school in your district, or call the Minnesota Association of School Administrators at (612) 645-6272. Ask for school information from the district.

Set up an appointment for you and your child(ren) to meet with a designated school person to discuss your reason(s) for applying to a school outside the district. With the exceptions of Duluth, Minneapolis or St. Paul. NO school district can deny a student from leaving the district.

Complete all information under Section 1 and send to the non-resident district, unless you reside in Duluth, Minneapolis or St. Paul, in which case send the application form to your district for approval to leave. Applications must be received by the non-resident district BEFORE JANUARY 15. (Applications into or out of desegregated districts may be submitted at any time for enrollment at anytime.) The receiving district must notify you by February 15 of acceptance or non-acceptance. (Duluth, Minneapolis, or St. Paul must notify you within 30 days of receiving the application.) Parents/Guardians must notify the non-resident district by March 1 of their commitment to attend the new district for the coming school year.

**SECTION 2:** Duluth, Minneapolis, and St. Paul MUST accept or reject such individual application based on compliance with its desegregation plan. The district MUST give SPECIFIC reason the district acceptance or rejection would result in noncompliance. Applications for attendance outside the district once accepted are to be sent to the non-resident district. Notification of acceptance or rejection must be sent to parents/guardians within 30 days of receipt of application. Acceptance into a desegregated district must include starting enrollment date.

**SECTION 3:** The non-resident district must notify parents/guardians by FEBRUARY 15 of acceptance or rejection of application. After receipt of commitment to attend, the non-resident district must notify the resident district by MARCH 15 of students’ intent to enroll. Applications into or out of a desegregated district may be submitted at anytime for enrollment at anytime. Accepted applications must include starting enrollment date.