

## Open Enrollment Process

1. Make a determination by grade of the number of open enrollment students we will need to fill our class rosters.
2. The District will collect open enrollment applications until January 15th.
3. Separate all the open enrollment applications by grade.
4. Separate staff applications.
5. Run a lottery on each grade level, staff applicant group. This will prioritize them.
6. Separate each grade by whether the applicant has a sibling currently in the district.
7. Run a lottery on each grade level, sibling group. This will prioritize them.
8. Run a lottery on each grade level, other applicants. This will prioritize them.
9. The first students taken will be from the staff applicant group. If openings remain, sibling students will be accepted in priority order. If openings still remain other applicants received prior to January 15th will be taken in priority order.
10. Each application received from that point on will be carried in priority order after the three priority lists for each grade level above. We should let families know what the probability of them being accepted is prior to them spending time filling out the application.

A current resident student who moves out of the school district boundaries will need to enroll in their new resident district for the next semester. The student will be allowed to remain at SANB until the end of the current semester. These students will be considered non-resident students. They will need to apply for open enrollment if they are interested in continuing their education in the SANB schools. They will fall into the appropriate priority list identified above.

Applications for open enrollment expire on September 1st of each year. If a student is not selected for open enrollment in a given year and wants to be considered for open enrollment for the next school year, they will have to reapply after September 1st.

Process for dealing with the falsification of residency records: (Residency is defined as the place where the family sleeps each night)

Principals meets with parents/guardians

An investigation is conducted by the Principal to determine the validity of documents or whether the family moved without disclosure.

A letter of determination is sent to parents/guardians with a decision on enrollment status. Possible outcomes are:

No violation is determined

If falsification of residency, or failing to inform ISD 282 of a family move, student(s) must leave ISD 282 and enroll in their home district.

If family informs ISD 282 of move outside the district, administrative options include, but are not limited to, remaining in the district for the remainder of the semester or school year, discretion of administration to grant/not grant lottery priority for future lotteries.