

## Students

### Resident Enrollment and Assignment

#### I. Purpose

This policy provides procedures for students who are residents of the Edina Public School District and are to be enrolled and admitted into the District's schools.

#### II. General Statement of Policy

- A. The school district is committed to providing students with appropriate learning options that enable them to establish and maintain a successful educational plan.
- B. A student's registration for enrollment into Edina Public Schools will be coordinated through the district's Student Enrollment Center, located at 5701 Normandale Road, Edina, Minnesota. The center will provide the student's parent/guardian with the enrollment options available to them. The student will be placed into an assigned grade level, based on his/her age and schooling experience.
- C. Each elementary and middle school, with the exceptions of Normandale Elementary School and the Continuous Progress programs, has a defined school attendance area that has been approved by the school board. The high school attendance area aligns with the district boundaries. Upon completion of the registration and admittance forms, each student will be assigned to a district school, based on his/her home residency. This will also be the school to which a student will be provided busing, if it is available to him/her.
- D. The district may allow a student to attend a school not in his/her attendance boundary area based on the following options:
  1. Intradistrict transfer
  2. District choice programs
- E. A school-initiated transfer may be recommended by the district. This transfer would be initiated by the building principal.
- F. The district will work cooperatively with a parent/guardian pursuing educational options beyond those provided by Edina Public Schools, including homeschooling, nonpublic schools and other public schools.

#### III. Registration Process

A parent/guardian with a school-age child who is a resident of the Edina Public Schools may enroll his/her child for admittance into the school district at the

district's Student Enrollment Center. The center will provide all the necessary information required for enrollment and the school options available to a parent/guardian. A parent/guardian must complete or provide:

1. Registration forms
2. Certified birth certificate, Passport/Visa, or official US Court/Government document indicating child's full legal name and birth date.
3. Current immunization records
4. Upon registration, a parent/guardian moving into the Edina Public Schools attendance area must present an original, signed lease of a property located within the Edina Public Schools for the duration of the school year or a signed copy of the closing paperwork for the purchase of a home within the Edina Public Schools. A parent/guardian already residing in the Edina Public Schools attendance area must present sufficient evidence proving residency.

#### IV. Assigning a Student to a School

- A. Each student will be assigned to a grade level and school based on his/her age and schooling experience and his/her home residency as it relates to the school's attendance areas.
- B. The school district may place a student who registers after the beginning of a school year at a school other than his/her resident-assigned school and provide required busing. The student will be allowed to attend his/her resident-assigned school at the start of the next school year.
- C. A student's access to bus transportation to a school will be based on his/her home residency.

#### V. Parent/Guardian Moves Out of the District

A student whose parent/guardian moves to another district will be subject to the following enrollment options:

- A. Prior to the Start of the School Year: The student will need to apply to Edina Public Schools for open enrollment and will not be guaranteed continual placement.
- B. During the School Year: The Student will need to apply to Edina Public Schools for open enrollment, and can remain at the current school for the remainder of the school year. The student will not be guaranteed continual placement.

- C. Students in Grades 11 and 12: Student in grades 11 and 12 will have the option to continue under Minn. Stat. § 124D.08, Subd.3.
- D. Temporarily Living Beyond District Boundaries: A currently-enrolled student who is temporarily living beyond the school district's boundaries will be permitted to attend the student's current school in the Edina Public Schools. Temporarily means less than the remainder of the current school year. Individual exceptions to the current school year parameter will be made on a case-by-case basis, if the parent/guardian can produce specific evidence of building, purchasing or leasing a home in the district.

#### VI. Intradistrict Transfer

- A. A student residing within the school district boundaries will, unless approved for transfer to another school, attend the school designated for the area in which he/she resides.
- B. A student wishing to apply for an intradistrict transfer must make a written request using Appendix III.
- C. After conferring with the administration at both schools, the superintendent or designee will make the determination on the request based on a variety of factors including, but not limited to, class size guidelines and building capacities. This determination is final.
- D. If the request is approved, a letter will be sent to the parent/guardian of the student. A copy of the letter will be sent to the principal of the school that the student is exiting. A copy will also be sent to the principal of the school that the student is entering. If the request is denied, a letter will be sent to the parent/guardian of the student.
- E. Student transportation is the responsibility of the parent/guardian of the student.

#### VII. Elementary Choice Programs

- A. The school district offers two elementary choice programs:
  - 1. French Immersion at Normandale Elementary School
  - 2. Continuous Progress at Countryside Elementary School and Highlands Elementary School
- B. Each school has a defined process for accepting applications and determining a child's placement in the school. A child who has not been placed will be allowed to remain on a waiting list for possible placement during the school year. This process will be reviewed and approved by the superintendent or designee.

- C. A parent/guardian may inquire about a choice program by contacting the school office.

#### VIII. Secondary Program Options

- A. A student will be assigned to secondary schools based on the student's residence in an elementary attendance area, not on the student's enrollment in an elementary school. This assignment includes students from the elementary Continuous Progress program schools. A student in the Concord, Cornelia or Highlands Elementary School attendance area is in the South View Middle School attendance area. A student in the Countryside or Creek Valley Elementary School attendance area is in the Valley View Middle School attendance area.
- B. A student completing grade 5 at Normandale Elementary School can participate in the Extended French program at Valley View Middle School or be assigned to the middle school based on the student's non-immersion elementary attendance area.
- C. Enrollment of an international student in Edina Public Schools will require the establishment of a legal or educational guardianship and participation in a district-sanctioned student exchange program. The district may permit other international students to enroll, depending upon their degree of English proficiency and their length of tenure as a student in the district.

#### IX. School-Initiated Transfers

- A. The principal may recommend the transfer of a student to a different school by submitting a letter to the superintendent identifying the reason for the recommendation and providing supportive background information.
- B. After conferring with the parent/guardian and/or student and the appropriate staff at both schools, the superintendent will rule on the request. A decision to approve an intradistrict transfer will be made in the best interests of the individual student and only if both the receiving and sending schools/program are supportive of the transfer. This decision is final.
- C. If the recommendation is approved, the parent/guardian, student and principals will be notified by the superintendent.
- D. The transfer will be for the duration of the current semester. At the end of the semester, the current building administrator will review the reason for transfer and its outcomes with the student and/or parent/guardian. The principal will make a recommendation to the superintendent or designee as to whether the current building assignment should continue for the student. The superintendent makes the final determination.
- E. Student transportation is the responsibility of the parent/guardian of the student.

If the district has a bus stop established and capacity on the bus, the parent/guardian may make a request to district transportation for the student to be picked up at that previously established stop. The district will not provide additional transportation routes or stops.

X. Procedure for Verifying Assigned Guardian

If the student does not reside with his/her parent/guardian, but lives with another adult or adults whose residence is within the Edina Public Schools attendance boundaries, the parent/guardian must present a signed, notarized, educational guardianship form noting that they have transferred parental authority to the Edina Public Schools resident(s), and the Edina Public Schools resident(s) must present a signed statement accepting the delegation of parental authority. The Power of Attorney/Delegation of Parental Authority form is appended to this policy.

Legal Reference:

Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District)

Cross Reference:

Policy 503 (Student Attendance)  
Policy 510 (Nonresident Enrollment)

Policy  
adopted: 05/19/08  
amended: 01/24/11  
amended: 10/22/12  
revised: 01/27/14  
revised: 12/15/15  
revised: 4/17/17  
revised: 6/13/17  
revised: 10/15/18

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

Appendix I to Policy 509

**Elementary Choice Program Enrollment Admission Priorities  
for Continuous Progress Program and Normandale French Immersion**

- A. The school district will determine class size ranges and program capacity for the choice programs.
- B. The enrollment admission priorities will be as follows for kindergarten entrance in the choice programs:
  - 1. Resident students of the school district
    - a. Siblings who follow district registration process
      - i. Normandale French Immersion program siblings are those who at the time of application, have a sibling enrolled in grades K-5 in the Normandale French Immersion program or in grades 6-8 in the Extended French program. Continuous Progress program siblings are those who currently have a sibling enrolled in grades K-5 in the district's Continuous Progress programs.
      - ii. A current district resident student ("Student 1") who is entering grade one through grade five, who has a resident sibling ("Student 2") who was accepted at Normandale French Immersion after Student 1's initial opportunity to enter the kindergarten lottery, will be given priority preference above the district class size range high number at the discretion of the superintendent or designee.

A student admitted under this provision will not displace other students admitted through the lottery process or students from the waitlist. A student will only be admitted under this provision if the student has successfully passed the school-administered French proficiency assessment given at the respective grade level.

After a current district resident student has been accepted into and attended for one year a district Continuous Progress (CP) program, that student's siblings may be accepted into the CP program for the following year at the discretion of the superintendent or his/her designee.
    - b. Students who qualify for the federal lunch subsidy and meet the district registration choice program preference deadline
      - i. Annually, the district administration will identify the number of admission slots that will be available to students who qualify for the federal lunch subsidy. One-half of these openings are reserved for qualified applicants who reside in the attendance area of Cornelia and who qualify for the federal lunch subsidy. Should more students complete preference forms and qualify for the federal lunch subsidy than there are allotted spaces, a lottery will be held to determine the students for enrollment. Those students that remain will be put in the general lottery, should one be needed, for the remaining enrollment slots.
    - c. Random draw from all applicants in Continuous Progress program or random draw of all applicants for Normandale French Immersion.

- i. Children who are seeking acceptance as an early entrance student (i.e., anyone whose fifth birthday falls between September 2 and October 15) will not be eligible for initial admittance at the time of registration in January or placement on the waitlist.
  2. Minneapolis transportation students – these students qualify for the federal lunch subsidy program
  3. Staff sibling requests – Nonresident students who have been accepted into open enrollment (Policy 510)
  4. Sibling – Nonresident students who have been accepted into open enrollment (Policy 510)
  5. Open enrollment – Nonresident students (Policy 510)
- C. The enrollment admission priorities will be as follows for entrance after the start of kindergarten for choice programs:
1. Waitlists will be established and maintained at the specific program level following the priority order listed in section B above.
    - a. Random drawing to determine placement at the time of kindergarten entrance
    - b. Names added in order of application-received date
  2. As K-5 openings occur, identified grade level will be factored in acceptance from the waitlist in the Continuous Progress program.
  3. As openings occur through the kindergarten year, students will be accepted from the waitlist; and, from that point in time forward, an assessment will be given to determine whether placement is appropriate in the Normandale French Immersion program.

After a current district resident student has been accepted into and attended for one year a district Continuous Progress (CP) program, that student's siblings may be accepted into the CP program for the following year at the discretion of the superintendent or his/her designee.

Revised: 11/8/10; 2/22/13; 8/14/2014; 4/13/15; 12/15/15  
Reformatted: 6/12/17

Appendix II to Policy 509

**EDINA PUBLIC SCHOOLS  
POWER OF ATTORNEY / DELEGATION OF PARENTAL AUTHORITY**

KNOW ALL PERSONS BY THESE PRESENTS THAT:

\_\_\_\_\_  
(Parent First Name) (Middle) (Last)

of the County of \_\_\_\_\_, State of \_\_\_\_\_, does by these presents hereby make, constitute and appoint:

\_\_\_\_\_  
(Guardian/Foster First Name) (Middle) (Last)

of the County of \_\_\_\_\_, State of \_\_\_\_\_, to be my true and lawful Attorney in Fact to act in my place with respect to the exercise of parental authority regarding the care, custody and property of my child:

\_\_\_\_\_  
(Child First Name) (Middle) (Last)

for the school year term following the date of my signature, pursuant to Minnesota law.

This Power of Attorney in Fact hereby constitutes my delegation to: \_\_\_\_\_  
(Guardian/Foster Name)

of my parental authority regarding the care, custody, and property of: \_\_\_\_\_,  
(Child)

my minor child, born \_\_\_\_\_,  
(Birthdate of Child) including, but not limited to the authority to:

1. authorize medical treatment for my child;
2. enroll and service my child in school; and
3. provide a home, care, and supervision of my child at the home of \_\_\_\_\_.  
(Guardian/Foster Name)

This Power of Attorney in Fact does not authorize \_\_\_\_\_ to consent to the  
(Guardian/Foster Name)

Marriage, adoption, or enrollment in the armed forces of my child, placement in a foster or group home, residential treatment center or special education.

I, \_\_\_\_\_, understand that I am legally obligated, pursuant to MN Stat 524.5-211 to provide a copy of this document to any other parent within 30 days of its execution unless:

a. the other parent does not have visitation rights or has supervised visitation rights; or

b. there is an existing order for protection under chapter 518B or similar law of another state in effect against the other parent to protect me.

IN TESTIMONY WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Parent Signature)

Subscribed and sworn before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Notary Public Signature)

*Notary Seal*

I hereby accept the foregoing Delegation of Parental Authority over \_\_\_\_\_  
(Child)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Guardian/Foster Signature)

Reviewed: 10/22/12; Revised: 07/28/2014

**Appendix III to Policy 509**  
**EDINA PUBLIC SCHOOLS**  
5701 Normandale Road, Edina, MN 55424  
952-848-4948

**INTRADISTRICT TRANSFER**

\_\_\_\_\_ School Year

Student's Full Name _____		
First	Middle	Last
Requested Grade _____ for _____ School Year		
School Currently Attended _____		School Requested _____
Parent/Guardian Name(s) _____		
Home Phone _____		Cell Phone _____
Address _____		
(City, State, Zip Code)		
Email Address _____		
Reason for Request:		
Date _____	Parent/Guardian Signature _____	

**Transportation is the responsibility of the parent/guardian.**

Please send completed form to: Edina Public Schools, Attn: Enrollment Office  
5701 Normandale Road, Edina, MN 55424

**Office Information**

Student # \_\_\_\_\_ Date \_\_\_\_\_ School Assigned \_\_\_\_\_

- Approved      Date \_\_\_\_\_
- Wait List      Date \_\_\_\_\_
- Denied      Date \_\_\_\_\_

Copy: Principals  
Parent/Guardian  
Student Information Specialist  
Assistant Superintendent  
Transportation Office

Established: 10/22/12  
Revised: 8/18/14  
Updated: 11/19/18, 5/18/20

Appendix IV to Policy 503 and 509

**Family Proposal for a Modified Learning Experience**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Experience Begin Date: \_\_\_\_\_ Experience End Date: \_\_\_\_\_

Experience School Day Adjustment: \_\_\_\_\_

Family Need/Rationale for Modified Learning Experience (describe reasons for proposal):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Customized Learning Experience:**

Subject(s)	Modified Instructional Approach	Assessment Process

**Requirements of Modified Learning Experience:**

- Meets state and district attendance requirements
- Meets state and district academic advancement requirements, including grade level standards and high school course credits
- Does not require specialized services or instructional support of district staff

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**District Administrative Approval:**

Approved  Denied

Approved with the following modifications:

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**District Administrative Decision-Makers:**

\_\_\_\_\_  
Director of Teaching & Learning

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Appeal Request Date:** \_\_\_\_\_

**Decision of District Task Force:**

Approved  Denied

*Created: May 15, 2017*  
*Updated: July 17, 2017*