

## Lakeland Joint School District

### STUDENTS

3010P

#### Open Enrollment Procedures

Open Enrollment Application forms are available at any Lakeland Joint School District school. Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school. The application, together with the student's cumulative record, special education file, IEP, or other applicable documents, if any, shall be submitted to the receiving district no later than February 1 for enrollment for the following school year. The Board will not admit any student prior to viewing that student's records from the student's previous school districts.

The District has the option of accepting a student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

No tuition shall be charged when a student attends a non-resident school under the State's Enrollment Options Program.

#### Application for In-District and Nonresident Students

Applications for open enrollment are available at [www.sd272.org](http://www.sd272.org), the District office, or at each school building. Completed applications must be submitted to the District office for processing. Once the application process has been completed, the parent/guardian will be notified by either the District office or the Principal of the requested school.

#### Nonresident Students

The District shall not accept applications from Nonresident students, except as described below.

#### Decision Regarding Applications

Once the application is received by the District office, the application is presented to the District Leadership Team for review with both principals affected by the transfer. Several factors are considered when determining if a transfer can be approved. The factors are as follows:

1. Current classroom and/or school capacity
2. Transportation available to the prospective student
3. The academic needs of the prospective student
4. The support services available to students with established Individualized Education Plans or 504 plans

After the factors have been reviewed within the District Leadership Team, the affected principal(s) begins discussion with their staff regarding the requested transfer to assure the needs

of the student can be accommodated by the receiving school.

When the transfer is accepted, the receiving school principal will contact the parent/guardian regarding the approval. If the transfer cannot be accommodated, then the District office will contact the parent/guardian regarding the denial of the transfer.

All efforts will be made to determine whether a transfer is approved or denied in a timely manner. The District office shall notify the parent/guardian within sixty (60) days after the application has been submitted. In the event the application is denied, a written explanation of the denial will be provided to the parent/guardian.

Applications will normally be considered on a “first-come first-serve” basis. However, in situations where openings are limited, priority may be given to if a student who:

1. Resides in the Lakeland Joint School District and seeks enrollment in another School District under the provisions of the Every Student Succeeds Act;
2. Was enrolled at the requested school in a the previous year;
3. Has a family member enrolled at the requested school;
4. Seeks attendance outside of their zoned school; or
5. Has a parent employed by the District.

Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency, or institution located within the District shall be enrolled and shall not be charged tuition.

Homeless children as defined by the Steward B. McKinney Homeless Assistance Act (P.L. 100-77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of such homeless child.

### Grounds for Denial of Application

Factors which may cause an Open Enrollment Application to be denied include:

1. A school, grade, or program(s) has lack of available classroom space and/or staff, such as when the current enrollment is at or above the following:

<b>Grade</b>	<b>Class Size</b>
K-1	24
2-3	24
4-6	30
7-12	161 students per teacher per day
Special Education classroom, Self-Contained	An average of 6 students per
English Language Learners (ELL)	20 per full-time ELL teacher
Alternative Schools	18 students per classroom

Exceeding such levels shall constitute a hardship to the District. The enrollment of a student from another District or attendance zone shall also be deemed to constitute a hardship if it would require the hiring of additional staff, the provision of educational services not currently provided in the school, or the crowding of existing classes or cause an excessive number of students in a particular building.

2. The student has been suspended or expelled or has committed a disciplinary violation for which he or she could be suspended or expelled;
3. The student has a history of other documented disciplinary infractions or would cause a disruption of the education process. Factors to be included in making this determination may include:
  - A. Whether the student in good standing with the most recently attended school in terms of conduct and attendance;
  - B. Whether the student demonstrate a record free of truancy;
  - C. Whether the student demonstrate a clean behavior record in the school last attended for a period of at least one year;
  - D. Whether the student's presence poses a detriment to the health and safety of other students and/or staff;
4. It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.

#### Revocation of a Transfer

The District reserves the right to remove a transfer student at any time because of violations of District policies or false or misleading information on the open enrollment application.

If a student's transfer is revoked, the parent/guardian may request an administrative review by the Superintendent. The parent/guardian must request the review within five school days of receiving notice that their child's transfer has been revoked.

The Superintendent must render a decision to the parent/guardian request for review within five school days. The decision of the Superintendent may be appealed to the Board.

#### Students with Disabilities

Students with disabilities are not treated differently from non-disabled students with respect to consideration for placement in the school of their choice, unless the District has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice due to appropriate consideration of teacher and staff resources, program availability, hardship to the District, Declaration of Hardship, and/or other factors.

Procedure History

Revised on: March 23, 2022

Reviewed on: