

# POST FALLS SCHOOL DISTRICT OPEN ENROLLMENT APPLICATION

( ) Out-of-District Application

( ) In-District Transfer Application

Date: \_\_\_\_\_

Requested School: \_\_\_\_\_ Zoned School: \_\_\_\_\_

Current School: \_\_\_\_\_

<b>Student Information</b>		
<b>Student Name</b>	School year for request:	
Last _____ First _____	20__ to 20__	
Grade _____	Date of Birth _____	
Street Address _____	City _____	Zip Code _____
Parent/Legal Guardian Name _____	Home Phone _____	
Parent/Legal Guardian Email _____	Cell Phone _____	

Reason for student transfer: \_\_\_\_\_

Is your student on an IEP? YES \_\_\_\_ NO \_\_\_\_ Is your student on a 504 Plan? YES \_\_\_\_ NO \_\_\_\_

Has your student had a history of attendance infractions within the past three years? YES \_\_\_\_ NO \_\_\_\_

Has your student had a history of disciplinary infractions within the past three years? YES \_\_\_\_ NO \_\_\_\_

Please explain attendance and/or disciplinary infractions: \_\_\_\_\_

Will your student participate in IHSAA sanctioned activities? YES \_\_\_\_ NO \_\_\_\_

If yes, which sport/activities: \_\_\_\_\_

### Considerations:

- If the student participates in any athletic program governed by IHSAA, he/she may not be eligible to participate at the new school. The parent or guardian should check [IHSAA rules](#) before submitting an application.
- The transfer request is not complete until the resident school has released the student, submitted the request to the requested school and it has been accepted. The student should remain enrolled in the resident school until there is an effective start date at the requested school.
- The district will notify parents of acceptance and the effective start date or denial.
- Transportation of open-enrolled students is the responsibility of the parent/guardian.

### Decision-Making Criteria, Revocation, and Appeals:

#### Space Availability

All applications will be considered on a stringent space-available basis. In the event there is not space available in the grade level, class or program requested, the student will be placed on a waiting list in the order of the date and time of the request.

**Attendance and Disciplinary Infractions**

Open enrolled students are expected to follow all discipline and attendance policies and regulations applicable to all Post Falls School District students. Failure to meet these conditions may result in revocation of this Open Enrollment transfer and return to his/her resident school.

**Appeals**

Appeals of an administrator’s denial or revocation of open enrollment for students residing within the Post Falls School District boundary will be directed to: PFSD Assistant Superintendent except for denials based on space availability, in which case the administrator’s decision is final.

**Acknowledgements:**

- I certify that the information provided is accurate and complete.
- I understand that approval of this request shall be dependent upon the acceptance and rejection standards stated in the district’s policy, and revocation of this transfer may occur in accordance to the conditions listed in the district’s policy.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand that I am responsible for providing transportation to and from school for my student.
- I understand that requests are approved for one school year only, and it is my responsibility to complete an Open Enrollment Application each year until my student moves to the next school level.
- I understand that the transfer can be revoked at any time if there are attendance or discipline issues or if there is no longer space within the grade level, class or program.

I have read the school district policies and procedures on Open Enrollment and hereby request that my son/daughter be permitted to attend the request schools.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent / Legal Guardian printed name: \_\_\_\_\_

<b>For District/School Use Only</b>
Notes / Comments:
Assistant Superintendent’s Signature and Date:
Transfer request: Approved _____ Denied _____ Reason for denial: _____
Date of Parent Notification:

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Student Admission

Section Title: Student Enrollment Options

Sub-Section No. 502.3a

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The resident student, or his/her guardian, requesting a transfer to another school within the Post Falls School District, and the non-resident (out-of-district) student, or his/her parent or guardian, seeking admission to the Post Falls School District will submit an "Open Enrollment Application" to the superintendent or his/her designee. The State Department of Education approved enrollment application form is posted on the Post Falls School District website.

### Approval Process:

An application for enrollment of resident and non-resident students must be submitted to the school annually for the following year.

To be considered for the first semester, applications will be accepted through the end July. Applications for second semester will be considered through mid-January.

Availability of space will be a primary consideration in determining approval of open enrollment requests.

Written notification of the action taken on the application will be mailed or delivered to the student, or to the parent or guardian of the student. Building principals will be notified in a timely manner that non-resident students have been approved to enroll in their school.

### Out of State Enrollment Applications:

Out of state students will be required to pay a tuition fee per Idaho Code.

### Transportation:

The non-resident student, or his/her parent or guardian, shall be responsible for transporting the student to and from the school if the requested admission or transfer is granted.

### Varsity Sports:

Prior to submitting an enrollment application to Post Falls School District, non-resident students, who anticipate participating in a sport governed by the Idaho High School Activities Association (IHSAA), should review IHSAA rules. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.

### Revocation of a Transfer:

Open Enrollment transfer students are required to comply with all District policies. Violation of any Board policy or procedure (i.e. student discipline, poor attendance or grades, etc.) will be grounds for the District to revoke an approved application mid-school year. If a student's Open Enrollment transfer is revoked, the parent/guardian may request an administrative review by the Superintendent or designee.

Adopted: 1/28/91

Amended: 9/13/93, 12/10/07, 3/8/21

Reviewed: 2017, 2021

## **POST FALLS SCHOOL DISTRICT NO. 273**

Series 500: Student Policy: Admission

Policy No. 502.3

Policy Title: Student Enrollment Options

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Both Post Falls School District resident and non-resident students may apply for enrollment in Post Falls schools pursuant to the enrollment options program as provided by district policies. A non-resident student (out-of-district student) is one attending schools in a district other than his/her home district. A resident student is one attending school in his/her home district.

A student's residence is that of his/her parent or guardian, providing, however, the residence of a student between the ages of 18 and 21 is determined by the actual bona fide residence of the student without regard to the residency of his/her parent or guardian.

A Post Falls School District resident student may request a transfer to another school within the Post Falls School District. The requesting resident student may be accepted for enrollment at another school within the district when the acceptance would not create a hardship on the Post Falls School District and when the acceptance would meet the standards and guidelines set forth in district policies.

A non-resident student may be accepted for enrollment in the Post Falls schools under the enrollments option program described in I.C. 33-1402, where tuition would be paid by the home district or waived as described in I.C. 33-1404, when the acceptance would not create a hardship on the Post Falls School District and when the acceptance would meet the standards and guidelines set forth in district policies.

In situations where openings are limited, the Superintendent or designee may give priority to certain students. Preference for admission to the Post Falls School District may include, but is not limited to, the following priorities in order of consideration:

1. All in-district students and all those out-of-district students who were enrolled and in attendance in Post Falls schools the prior year providing the out-of-district student remains in continuous attendance in Post Falls schools;
2. Siblings of students described in #1 (above).
3. Out-of-district students included in district-to-district agreements wherein the sending school contracts with the Post Falls School District to educate specific individuals or groups;
4. Out-of-district students whose parents are employed by the Post Falls School District.

No out-of-district student shall be admitted to Post Falls schools when such student has been suspended from or expelled from another school district or is under suspension, expulsion or other disciplinary proceedings in another school district. The application of a resident student for transfer to another school within the district may be rejected when such student has been suspended or expelled from school or is under suspension, expulsion or other disciplinary proceedings.

An out-of-district student who applies and is accepted for admission to the Post Falls schools, but who fails to attend, shall be ineligible to again apply for an enrollment option in the Post Falls schools unless one or more of the standards set out in Items 1 through 4 above are applicable as determined by the Superintendent or his/her designee.

The provisions set out herein are not intended to and shall not prohibit the Board of Trustees from prescribing non-discriminatory preconditions or standards for admission where necessary to protect the health, safety and welfare of its existing students and/or to protect its educational process. Standards may include the capacity of a program, class, grade level or school building. Standards may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, or proficiency in the English language.

The non-resident student, or his/her parent or guardian, shall be responsible for transporting the student to and from the school if the requested admission or transfer is granted.

Legal References: IC 33-1402, 1404 et seq  
Applicable Procedural Regulations: 502.3a,  
Date of Adoption: 1/24/89  
Amended: 8/26/91, 9/13/93, 12/10/07, 2/8/10, 3/8/22  
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