

# Enrollment Procedure: Open Enrollment Procedures

South Washington County Schools  
 7362 East Point Douglas Rd. S.  
 Cottage Grove, MN 55016



<b>PROCEDURE NAME</b>	Open Enrollment Procedures				
<b>PURPOSE</b>	Outline the definitions and procedures for open enrollment to SoWashCo Schools.				
<b>EFFECTIVE DATE</b>	Fall 2023				
<b>DEPARTMENT / ADMINISTRATOR RESPONSIBLE</b>	Assistant Superintendents		<b>CONTACT INFORMATION</b>	651-425-6201	
<b>APPLIES TO</b>	apply group names to define applicable areas of staff				
Families who live outside District boundaries					

## DEFINITIONS

- Open Enrollment (OE): Provides non-resident families the opportunity to attend a District 833 school.
- Eligibility: Applications for enrollment under Open Enrollment will be approved provided that:
  - the number of available spaces for open enrollment of the grade level has not reached the lesser of
    - one percent of the total enrollment of the grade level, or
    - the number of school district resident students at that grade level enrolled in a nonresident school district.
  - The capacity of the high school or middle school is below 95%.
  - The capacity of the elementary school is below 90% and space is available for the applicant under class size threshold.
- Application: The School District Enrollment Options Program Application that is developed by the Minnesota Department of Education and available on their website (education.mn.gov).
- Priority Application: An application submitted before the deadline, that is for:
  - siblings of currently enrolled students;
  - applications related to an approved integration and achievement plan; and
  - children of the school district’s staff.

## PROCEDURE

1. The number of available seats for each grade level is established.
2. Following the Jan 15 deadline, applications are separated into specific grade levels.
3. If there are more applications received for a grade level than there are seats, an impartial lottery is conducted for each grade level to determine which students will receive a seat.
4. The district will give a priority number to those applications that meet the definition of priority application.
5. The impartial lottery is conducted using a Bingo format.
6. The priority applications process will take place first:
  - a. The number of Bingo Balls matching the number of priority applications is placed in the Bingo Cage.
  - b. The order in which the numbered ball falls, establishes the lottery number assigned to the priority application.
  - c. This process is repeated for all grade levels receiving more priority applications than seats available.
  - d. All priority applications not offered a seat, will remain open, in order of the issued lottery number until the first day of school year applied for.
7. A second impartial lottery is then conducted with all remaining non-priority applications received by the Jan 15 deadline using the Bingo format.
  - a. The number of Bingo Balls matching the number of applications is placed in the Bingo Cage.
  - b. The order in which the numbered ball falls, establishes the lottery number assigned to the application and will begin after priority applications have been assigned a number.
  - c. This process is repeated for all grade levels receiving more applications than seats available.
  - d. All applications not offered a seat, will remain open, in order of the issued lottery number until the first day of school year applied for.
8. If a seat becomes available, prior to the first day of the school year, then the first open application in order of the issued lottery number is offered that seat.
9. Current students who move during the school year outside of the South Washington County Schools attendance boundaries may apply for open enrollment and be able to finish the school year at the current school. The student(s) may be assigned to a different school the next year.
10. Once accepted for Open Enrollment:
  - a. If a student is accepted for OE, they will continue at their assigned school throughout their years at that level.
  - b. During a transition to another level (elementary to middle; middle to high school) the district retains the right to assign non-resident students to sites other than direct feeder schools based upon capacity and program.
11. Applications for Open Enrollment will follow the timeline below:
  - a. Applications Accepted Dec. 1 - Jan. 15 (4 p.m.)
  - b. Any applications received after Jan. 15 will receive the next number on the waitlist
  - c. Decision letters will be mailed out by Feb. 15

VERSION HISTORY			
REVISION DATE	APPROVED BY	DESCRIPTION OF CHANGE	AUTHOR
09/19/2022	School Board	Moved Procedures out of Policy 509	Assistant Superintendents