

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Regulations 564 -1 – Non-Resident Attendance

1.0 DEFINITION

- 1.1 An open enrollment student is a resident of a Minnesota School District other than District 623 who satisfies the conditions described in School Board Policy 564 - Non Resident Attendance.

2.0 APPLICATION PROCEDURE

- 2.1 Application for open enrollment is made through the central enrollment department at the District Center.
- 2.2 Applications are accepted between November 1 and January 15 for the following school year. Applications received during this time period will be acted upon prior to February 15 and families will be informed of the status of their application. Students may apply and be approved for enrollment at any time based on space available.
 - 2.2.1 Applications received after the January 15 deadline will be reviewed on a monthly basis. Families will be informed of the status of their application within six weeks of application date.
- 2.3 Following acceptance for open enrollment, it will be the responsibility of the parent to register by the deadlines started in the acceptance letter. If families do not complete the registration process before the deadline, the application will be rejected. Families can reapply at a later date.
 - 2.3.1 Typically, accepted applications received before January 15th will have a March 15th deadline for registration.
 - 2.3.2 Typically, accepted applications received after January 15th will have a registration deadline two weeks after the acceptance letter is sent.

3.0 DECISION

- 3.1 The Department of Teaching and Learning will use enrollment and staffing projections to determine space available at each grade level and school.
- 3.2 If the number of applications received prior to January 15th exceeds the available space at a given grade level, the Department of Teaching will determine which applications are approved through the impartial lottery process detailed in policy 564.
- 3.3 For applications received after the January 15th deadline, the Department of Teaching and Learning will approve applications in the order in which they were received based on space available.

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- 3.4 The Department of Teaching and Learning will mail notifications to applicants who have been approved. Notification will not be sent to applicants whose status has not changed.

4.0 SPACE AVAILABLE (capacity)

- 4.1 The Department of Teaching and Learning will determine space available in a given school or program.
 - 4.1.1 Elementary-The Department of Teaching and Learning will regularly review class sizes at each elementary building. When class size at a particular grade and school exceeds (or is projected to exceed) the district staffing ratio, open enrollment applications will no longer be approved.
 - 4.1.2 Secondary-The Department of Teaching and Learning will regularly review the overall enrollment for secondary buildings. If the enrollment significantly exceeds the projected number of students used for staffing purposes in the spring, the Department of Teaching and Learning will determine if there is sufficient time to hire additional staff and/or create additional classrooms. If there is not adequate time, the application will be rejected.
- 4.2 Families will be given the option to enroll at another school in the district that is not at capacity. When a grade level is projected to reach capacity at all schools, the Department of Teaching and Learning will recommend closing open enrollment by board action.
- 4.5 Exceptions - The building principal may make a recommendation for exceptions to these guidelines by contacting the Department of Teaching and Learning. Exceptions would be considered for hardship reasons only if there is no additional cost to the school district as a result of facilitating entry of the open enrollment student.

Adopted: 1/30/02
Revised: 9/21/06
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