

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 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 and the intent to re-enroll form are posted on the Post Falls School District website.

Approval Process:

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

Applications for enrollment of new in-district and out-of-district students must be submitted to the district by February 1 for the following school year. Applications received after the deadline and mid-school year will be considered based on class sizes listed below:

| | |
|--------------------|----|
| Kindergarten | 20 |
| Grades 1 – 3 | 20 |
| Grades 4 – 6 | 23 |
| Grades 7 – 12 | 19 |
| Alternative School | 12 |

The parent or guardian of accepted students do not need to re-apply to regain acceptance the next school year. However, the parent or guardian must complete the district's intent to re-enroll form no later than June 1. Once a student has been enrolled at the same school for a second consecutive year, the student may complete his/her education at such school, unless the student's approved transfer has been revoked.

The application of an out-of-district student will be rejected for the following reasons:

- a. The student was expelled by the student's previous district;
- b. The student has a documented history of significant disciplinary issues;
- c. The student has documented history of chronic absenteeism; or
- d. The district does not have space available as described in I.C. 33-1409.

The application of a resident student for transfer to another school within the district may be rejected due to capacity limits or when such student has been suspended or expelled from school or is under suspension, expulsion or other disciplinary proceedings.

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 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. Open enrollment transfers may be revoked if:

- a. The student is chronically absent;
- b. The student commits repeated, serious disciplinary infractions;
- c. The student commits disciplinary infractions that result in expulsion; or
- d. The school in which the student is enrolled exceeds maximum enrollment of resident pupils due to growth, unless the student has attended the school for two (2) or more consecutive years.

If a transfer approval is revoked due to a lack of capacity, the district will provide information about other schools within the district which are below maximum enrollment.

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, 5/10/21, 7/10/23

Reviewed: 2017, 2021, 2023