

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 application 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 District will not admit any student prior to viewing the student's records from their 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.

When a student's open enrollment application has been accepted into the same school for two consecutive years, the student shall not have to reapply for enrollment within that specific school. However, if the student chooses to change schools, a new open enrollment application shall be required. Additionally, when a student transfers from elementary to middle school or from middle school to high school, a new open enrollment application for an out-of-district student must be submitted for approval.

Application for In-District and Out-of-District 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.

Decision Regarding Application

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 application is accepted, the receiving school principal will contact the parent/guardian regarding the approval. If the application is denied, then the District office will contact the parent/guardian regarding the denial.

All efforts will be made to determine whether an application 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 be considered on a “first-come first-serve” basis. However, in situations where openings are limited, priority may be given if a student:

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 the previous year;
3. Has a family member enrolled at the requested school;
4. Seeks attendance outside of their zoned school;
5. Has a parent/guardian employed by the District;
6. Has a unique situation or extraordinary circumstances; or
7. Seeks full-time enrollment rather than part-time enrollment.

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 the homeless child.

The District will notify the parent/guardian of the decision within sixty (60) days.

If the request for open enrollment is denied, a written explanation shall be provided. If the denial is due to classroom capacity being reached at the school of choice, the explanation will include information about other schools in the District that are below capacity.

If the request for open enrollment is approved, the parents/guardians will be informed of the following:

1. Parents must provide transportation, OR if space is available, to the nearest bus stop.
2. Parents must notify the District by February 1, of each year, regarding their intention to re-enroll their child under the Open Enrollment Act;

3. That open enrollment may be revoked if the student presents issues of chronic absenteeism, commits serious disciplinary infractions, is expelled, or if the receiving school exceeds maximum capacity with resident students within their first two years of admission;

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	<b>20</b>
2-3	<b>20</b>
4-5	<b>26</b>
Middle School	<b>160 students per teacher</b>
High School	<b>160 students per teacher</b>
Alternative School Grades 7 - 12	<b>18 students per teacher</b>
Special Education Classroom, Self-Contained	<b>6 students per teacher</b>
English Language Learners (ELL)	<b>20 students for 1 full-time ELL teacher</b>

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 overcrowding 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 falsified,

was misleading, or was incomplete.

### Revocation of Open Enrollment

The District reserves the right to revoke an accepted application at any time because of violations of District policies, the number of in-district students exceeds the capacity limits set forth in this procedure for an out-of-district student during the first or second year of the student's application, or providing false or misleading information on the open enrollment application.

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

### Students with Disabilities

In-district and out-of-district students with disabilities are not treated differently from students without disabilities with respect to consideration for placement in the school of their choice.

### Procedure History

Promulgated on: August 16, 2023

Revised on:

Reviewed on: