

## **OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT**

The school district will generally not participate in open enrollment as a receiving district.

The board will take action on the open enrollment request no later than March 1 in the year preceding the first year desired for open enrollment.

The superintendent or designee will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met. The district reserves the right to deny continued open enrollment to any students who meet the definition of truant. The district will notify the truant student's parent or guardian and district of residence of the decision to deny enrollment in the future in accordance with applicable laws.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts.

Students in grades nine through twelve open enrolling into the school district will be eligible for participation in interscholastic athletics, at the varsity level, in accordance with applicable law.

Parents of students whose open enrollment requests are approved by the board, are responsible for providing transportation to and from the receiving school district without reimbursement.

The board will not approve transportation into the sending district.

An open enrollment request into the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made. For children requiring special education, the receiving district will complete and provide to the resident district the documentation needed to seek Medicaid reimbursement for eligible services.

The policies of the school district will apply to students attending the school district under open enrollment.

It is the responsibility of the superintendent or designee to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Any contracted (certified) employee may apply to open enroll his/her child or children into the district as long as an appropriate program is in operation and space is available. Hourly staff must have an established work history in the district. If an employee terminates his/her contract within one year, then the school reserves the right to rescind open enrollment.

Siblings of students, currently enrolled in the Bondurant-Farrar Community School District, may apply for consideration through the open enrollment process. Availability of space and unusual hardship will be considered. The superintendent will make the final recommendation to the board.

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 .  
281 I.A.C. 17.

Cross Reference: 501.6 Student Transfers In  
501.7 Student Transfers Out or Withdrawals  
501.14 Open Enrollment Transfers – Procedures as a Sending District  
606.6 Insufficient Classroom Space

**Adopted:** 07/10/1989

**Reviewed:** 03/31/2025

**Revised:** 03/31/2025