

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 legal guardian, requesting a transfer to another school within the Post Falls School District, and the out-of-district student, or his/her parent or legal guardian, seeking admission to the district will submit an “Open Enrollment Application” to the superintendent or his/her designee. The State Department of Education approved enrollment application form is posted on the 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, together with the student’s cumulative, discipline and attendance records; special education file; Individualized Education Program (IEP); or other applicable documents, if any, shall be submitted to the receiving district no later than February 1 for enrollment during the following school year. The district will not admit any student prior to viewing that student’s records from their previous school district(s).

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 legal guardian of accepted students do not need to re-apply to regain acceptance the next school year. However, the parent or legal 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consecutive year, the student may complete his/her education at such school, unless the student’s approved transfer has been revoked.

All Open Enrollment Applications will be rejected for the following reasons:

- a. The student has a conviction or adjudication of any of the offenses under section 20-525A (5), Idaho Code, or chapter 9,61, or 66, title 18, Idaho Code;
- b. The student was expelled by the student’s previous district;
- c. The student has a documented history of significant disciplinary issues;
- d. The student has documented history of chronic absenteeism; or
- e. The district does not have space available as described in Idaho Code 33-1409.

Written notification of the action taken on the application will be mailed or delivered to the student, or to the parent or legal 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 tuition per Idaho Code.

Transportation:

The non-resident student, or his/her parent or legal guardian, shall be responsible for transporting the student to and from the school if the requested admission or transfer is granted. If bus space is available, then students accepted under the open enrollment policy may be transported from an appropriate, established bus stop within district boundaries. This bus stop will be selected by the district based on safety and bus stop capacity.

If new in-zone students enroll during the school year and require busing using an at-capacity bus route, open enrolled students are subject to removal from the bus route to provide a seat to that in-zone student.

Transportation of open enrolled students shall be denied if it will result in a financial cost to the district.

Varsity Sports:

Prior to submitting an enrollment application to the 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 has a conviction or adjudication of any of the offenses under section 20-525A (5), Idaho Code, or chapter 9, 61, or 66, title 18, Idaho Code;
- d. The student commits disciplinary infractions that result in expulsion; or
- e. The school in which the student is enrolled exceeds maximum enrollment of resident student 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.

Adopted: 1/28/91

Amended: 9/13/93, 12/10/07, 5/10/21, 7/10/23, 6/9/25, 12/8/25

Reviewed: 2017, 2021, 2023, 2025