

Lebanon Community Schools

Code: JEC-AR(3)
Adopted: 3/17/25
Revised/Readopted: 4/07/26
Orig. Code: JEC-AR(C)

Application for Open Enrollment

Name of parent/guardian: _____ Date: _____

Telephone number: _____

Address: _____

I am requesting open enrollment for my child(ren) named below to attend:

_____ (first choice school requested)
_____ (optional - second choice school requested):
_____ (optional - third choice school requested):
instead of: _____ (attendance area school)

Name(s) of student(s): 1) _____ Grade: _____ (2026-2027)
2) _____ Grade: _____ (2026-2027)
3) _____ Grade: _____ (2026-2027)
4) _____ Grade: _____ (2026-2027)

Reason for request:

Would you like each student considered for open enrollment on an individual basis or would you like your students to be considered together? Mark the appropriate box below.

Individual student Students together

Applications for the upcoming school year must be received by the attendance area school by **June 1st**. Summary of open enrollment conditions and procedures included on reverse side. The district will not pay for transportation or any excess costs.

Exception to Open Enrollment:

This request results from the relocation of residence into a new boundary area school.
This exception applies only during the school year when relocation of residence occurs.

I have read, understand and will abide by the conditions written on the back of this form.

Parent/Guardian Date

Date Received: _____ Approved Denied Approval Pending _____

Signature of superintendent: _____

Reason for denial: _____

Open Enrollment Summary

1. Parents desiring to enroll a student in a district school in an attendance area other than the one in which they reside must complete an “Application for Open Enrollment” form and submit it to the superintendent’s office or their attendance area school by June 1st. Parents may submit individual student or family applications.
2. A letter noting the district’s decision made will be mailed to the parent and the schools concerned no later than August 15th.
3. Once approved an open enrollment will ordinarily remain in effect until the student completes the highest level of instruction in the school; the student’s parent requests that the open enrollment be rescinded; or administrators revoke the open enrollment for reasons such as erratic attendance, excessive tardiness, inappropriate behavior, or other unsatisfactory performance.
4. If a student’s open enrollment to a K-5 or K-6 feeder school is in good standing in accordance with the above definitions, then the student’s open enrollment will continue to be in effect for the middle school considered boundary to that feeder school.
5. Parents choosing to send their student to a school other than the school in their attendance boundary area will be responsible for transportation to and from school unless space is available on a district bus that travels an appropriate route. Routes will not be altered to accommodate open enrolled students.
6. Late open enrollment applications (received after June 1st) will ordinarily not be approved and will only be accepted on a case by case basis, subject to school and instruction level capacity.
7. Parents desiring to have a student remain in a school in an attendance area other than the one in which they reside, resulting from relocation of residence during the school year, must select the “Exception to Open Enrollment” designation. Open Enrollment Exceptions will generally be approved for only the remainder of the current school year.