

Procedure 3010P1: Open Enrollment - Procedures

Status: ADOPTED

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Open enrollment applications will be available and may be submitted at any time throughout the year; all applications must be submitted annually. However, those applications submitted by February 1 of the year preceding the school year of enrollment will receive first consideration for open enrollment in the indicated grade. The Open Enrollment Application Form is provided by the Idaho State Department of Education (SDE), or can be found on our [District website](#). The application must contain the student's cumulative school record, special education file, IEP, or other applicable documents. The District will not admit any student prior to viewing that student's records from their previous school districts.

Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school.

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 from another school attendance area or other Idaho school district attends a District school as described in this procedure and the related District policy.

Out of **District** – means the student lives outside of the MHSD **district** boundary. (ex., Bruneau, Grand View, Glens Ferry, etc.)

Out of **Zone** – means the student resides within the MHSD boundary and in a residential **attendance zone** but would like to attend a school in a different **attendance zone**. (ex., a student resides in the residential area of North Elementary but would like to enroll into West Elementary.)

APPLICATION DEADLINE

- This District will accept open enrollment applications at any time throughout the year; however, February 1 is the official date that the application is due; applications must be submitted annually. Those applications submitted by February 1 of each year will receive first consideration for open enrollment in the indicated grade.
- Applicants meeting the above deadline will generally receive notification of their open enrollment status by August 1. All other applications will receive notification within sixty (60) days of consideration.

ENROLLMENT PRIORITIES

- In situations where openings are limited and applicants have met the prescribed deadline, the Superintendent or designee may give priority to certain students. Priorities include, but are not limited to the following:
 - * The Superintendent or designee may deviate from the above-mentioned deadline in order to take into consideration unique circumstances or extraordinary factors.
 - * The above-mentioned deadline will be used to consider the priority of those who have applied for open enrollment for openings in space-limited schools.
 - * Vacancies will be filled until there are more applications than available vacancies in a category.
 - * Applications received after the deadline will be considered based on space availability at the receiving school.
 - * 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.
- Restrictions Factors which may cause an Open Enrollment Application to be denied include:
 - * School or program overcrowding.
 - * The student has been suspended or expelled from any school.
 - * The student has a history of documented disciplinary/behavioral infractions within the past 3-years.
 - * Lack of academic progress.
 - * Poor attendance.
 - * Issues with late arrival/pick-up times.
 - * Other circumstances that interfere with the learning environment as determined by the Superintendent or designee; or
 - * Information on the Open Enrollment Application has been misrepresented or was incomplete.

OUT-OF-ZONE APPROVAL PROCESS

- Parent/guardian completes the open enrollment application form and submits it to the requested school principal.
- The principal of the requested school ensures the form is completely filled out and approves or denies the open enrollment request by completing the appropriate section of the Open Enrollment Application form, then signs the form, and if denied, the reason for the denial.
 - * If the principal denied the request, he/she must include the reason for the denial and that school will mail a letter to the parent/guardian with a brief reason for the denial.
- Once the student is approved to attend, he/she may immediately register and start school.

- The completed form is forwarded to the superintendent for signature.

OUT-OF-DISTRICT APPROVAL PROCESS

- Parent/guardian must receive approval from their home school district to transfer to the MHSD prior to submitting an open enrollment form to this District.
 - * The home school district needs to provide a letter stating approval.
 - * Parent/guardian must include the student's file from their home district.
- The student requesting to transfer to MHSD must remain registered in his/her home district until the MHSD Board approves the out of district open enrollment application.
- The parent/guardian must submit the home district's written approval letter to the principal of the school they wish to enroll their child, along with the completed Open Enrollment Application Form.
- The receiving school principal makes a recommendation to either approve or deny the transfer by completing the appropriate section of the Open Enrollment Application form.
- The building principal will forward the open enrollment form and home district's authorization letter to the superintendent for approval.
 - * If the principal denied the request, he/she must include the reason for denial prior to sending the form to the superintendent.
- The superintendent will either approve or deny the open enrollment request and forward all approved out-of-district open enrollment applications to the Board for approval.
- Following the regular board meeting, the Clerk of the Board will send an approval/denial letter to the parent/guardian, the home district superintendent, and the principal of the gaining building.

Revocation of Open Enrollment

As long as an open enrollment student's parent/guardian has, before the preceding February, notified the District of their intention to re-enroll the student the Superintendent shall treat that student as if they reside in that school's attendance area.

However, the District reserves the right to remove an open enrollment student if:

- The student has a documented history of chronic absenteeism.
- The student has a documented history of repeated serious disciplinary infractions, or has a conviction or adjudication of offenses outlined in IC 20-252A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications are required to be disclosed by the student's parent/guardian at the

time of applying for open enrollment, and the failure to disclose qualifies to revoke open enrollment status.

- The student has been expelled.
- The number of resident students exceeds the capacity limits set in this procedure. A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason.

PARENT NOTIFICATION

- Approved Request: The letter approving the request will inform the parents of the following:
 - * The Board reserves the right to remove an open-enrolled student at any time because of unacceptable behavior, false, or misleading information on the open enrollment application, lack of academic progress, or poor attendance.
 - * The principal or designee shall inform the parent/guardian of the circumstances, which jeopardize the student's status at the transfer school.
 - * The decision by the Board to revoke a previously approved open enrollment application is final.
 - * Parents must provide transportation or get student to the nearest District bus stop, if space is available.
 - * Parents must notify the District by February 1 of each year regarding their intention to re-enroll their child under the Open Enrollment program.
 - * 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.
- Denied Request: If the request for open enrollment is denied, the denial will include a brief explanation for the denial. If the application is denied because open enrollment capacity has been reached at the school of choice, the denial may include information about other schools that are below capacity.
 - * The student has been suspended or expelled in their home district.
 - * The student has a documented history of repeated serious disciplinary infractions. This includes infractions which could be grounds for suspension or expulsion, or if the student has a conviction, or adjudication, of offenses outlined in IC 20-252A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications are required to be disclosed by the student's parent/guardian at the time of applying for open enrollment, and failure to disclose will result in a denial of open enrollment to the student.
 - * The student has issues of chronic absenteeism. A student is considered chronically absent if the student is absent 10% or more school days during the school year.
 - * It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.

The Board of the receiving school must render a decision to the parent/guardian at their next regular meeting, and the Board must issue their decision in writing. The decision of the Board may be appealed to the State Board of Education.

If a student who is a resident of another district applies to this District and is accepted under the terms of this policy and fails to attend, they shall be ineligible to apply again for open enrollment in this District.

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, unless the District has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice. Additionally, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.

Legal References	Description
IC § 20-525A(5)	Expungement of Record - Exceptions
IC § 33-1401	Transfer of Pupils - Definitions
IC § 33-1402	Enrollment Options
IC § 33-1404	Districts to Receive Pupils
IC § 33-1409	Measuring and Reporting Capacity
IC § 33-1410	Student Appeals
IC § 33-2001	Education of Exceptional Children - Definitions
IC § 33-512	District Trustees - Governance of Schools

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