OPEN ENROLLMENT APPLICATION FORM 1

Date submitted form and home district letter: _____

Zone or District School Name: _____

Requested School: _____Current School _____

Student Information **PLEASE PRINT**	**School year for request:** **20_____ - 20_____ school year**
Student Name Last _____ First _____ Grade _____ Date of Birth _____ Street Address_____	Your home district must first approve your transfer and then give you a letter stating such. If denied, the reason for denial must be included in the letter. **Approved _____ Denied _____** Did you get permission from your home school district allowing you to transfer? **YES _____ NO _____** Do you have a letter allowing your transfer from your home school district? **YES _____ NO _____**
City_____	Zip Code _____
Parent/Legal Guardian Name _____	
Parent/Legal Guardian Email _____	
Home Phone/Area Code _____	Cell Phone/Area Code _____

Reason for student transfer: _____

_____

Is your student on an IEP? **YES _____ NO _____** Is your student on a 504 Plan? **YES _____ NO _____**

Has your student had a history of attendance infractions within the past three years? **YES _____ NO _____**

Has your student had a history of disciplinary/behavior infractions within the past three years? **YES _____ NO _____**

Please explain attendance and/or disciplinary/behavior infractions: _____

_____

Has your student ever been suspended or expelled from any school? **YES_____NO _____**

If yes, please describe the circumstances, including dates and duration. _____

_____

Will your student participate in IHSAA sanctioned activities? **YES _____ NO _____**

If yes, which sport/activities: _____

Considerations:

- If the student participates in any athletic program governed by IHSAA, he/she may not be eligible to participate at the new school. The parent or guardian should check IHSAA rules before submitting an application.
- The transfer request is not complete until the resident school has released the student. The student must submit this application and home district letter approving the transfer to the requested school. The gaining district must also approve the transfer. The student should remain enrolled in the resident school until there is an effective start date at the requested school.
- The district will notify parents of acceptance and the effective start date or a denial.
- Transportation of open enrolled students is the parent's responsibility. However, open enrolled students may ride a bus to and from school if parents transport the student to an existing zone bus stop within the boundary of their requested school and if there is room for the student on that existing zone bus route.
- **It is the parent's responsibility to contact Caldwell Transportation Company to determine availability, bus stop location, and route information.** Transportation for open enrollment students will not be provided until a determination can be made whether or not space is available on a particular bus. This determination may not be made until after the first 2-3 weeks of school.

Decision-Making Criteria, Revocation, and Appeals:

Space Availability

All applications will be considered on a stringent space-available basis. In the event there is not space available in the grade level, class, or program requested, the student will be placed on a waiting list in the order of the date and time of the request.

Attendance and Disciplinary Infractions

Open enrolled students are expected to follow all student discipline and attendance policies and regulations applicable to all MHSD193 students. Failure to meet these conditions may result in revocation of this Open Enrollment transfer and return to his/her resident school.

Appeals

Appeals of an administrator's denial or revocation of open enrollment for students residing within the MHSD193 boundary will be directed to the Superintendent, except for denials based on space availability, in which case the administrator's decision is final and not appealable to the Board of Trustees.

Acknowledgements:

- I certify that the information provided is accurate and complete.
- I understand that approval of this request shall be dependent upon the acceptance and rejection standards stated in the district's policy & procedure.
- I understand that the transfer can be revoked at any time if there are attendance or discipline issues or if there is no longer space within the grade level, class, or program, and revocation of this transfer may occur in accordance with the conditions listed in the district's policy & procedure.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand that I am responsible for providing transportation to and from school for my student.
- I understand that requests are approved for one school year only, and it is my responsibility to complete an Open Enrollment Form each year until my student moves to the next school level.

I have read the school district policies and procedures on Open Enrollment and hereby request that my son/daughter be permitted to attend the request schools.

Parent/Legal Guardian Signature _____ Date _____

Student Signature (6-12 only) _____ Date _____

For Official Use Only

Sending Administrator's Comments: _____

_____

_____

Sending Administrator's Signature and Date:_____

Receiving Administrator's Comments: _____

_____

_____

Receiving Administrator's Signature and Date: _____

Transfer request: Approved _____ Denied _____ Reason for denial: _____

Date of Parent Notification: _____