

## IDAHO FALLS SCHOOL DISTRICT 91 OPEN ENROLLMENT ADMINISTRATIVE PROCEDURES 1003.3

### Submitting the Form

1. Open Enrollment Application forms are available at any Idaho Falls School District 91 school or can be found on the district web page at [www.d91.k12.id.us](http://www.d91.k12.id.us).
2. All applications for enrollment during the next ensuing school year must be submitted to the proposed receiving school principal by February 1.
3. Applications received after February 1 will not be given consideration for enrollment, unless the acceptance period has been waived by mutual agreement of the principals or the districts involved as per the Open Enrollment policy 1003.3 and Idaho Code 33-1402. Idaho Falls School District #91 Open Enrollment policy 1003.3 does include acceptance waiver periods for secondary schools based on each trimester.
4. Submission of an application will automatically trigger a review of the student's attendance and discipline records from the administration of the zoned school.

### Denial Factors

1. The superintendent/designee may deny an open enrollment request when such enrollment would negatively impact the efficient use of district resources.
2. Factors that may cause an open enrollment application to be denied may include:
  - a. a school, grade or program(s) lacks available classroom space based on the fact that enrollment has reached over eighty-five percent (85%) of the class/teacher goal size listed below and/or lack of available staff.

<u>Grade</u>	<u>Class Per Teacher/Goal Size</u>
K	25
1-3	26
4-6	28
7-12	150 students per teacher per day
Special Program	6 students per teacher caseload
Resource Room	15 students per teacher caseload
English Language Learner (ELL)	20 students per full-time ELL teacher
Alternative School	12 students per classroom
Compass Academy	150 students per grade level

- b. records indicating that the student is not in “good standing”. “Good standing” is defined as acceptable attendance, behavior and academic effort. Unacceptable academic effort is defined as teacher(s) report of poor academic work due to lack of effort, misbehavior or poor attendance.
  - c. the student has been suspended or expelled or has committed a disciplinary violation for which he/she could be suspended or expelled.
  - d. it is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.
3. Factors that may **not** be considered by administrators in denying open enrollment applications include:
- a. family, social or economic status
  - b. race
  - c. religious background
  - d. gender
  - e. age
  - f. academic achievement
  - g. athletic or extra-curricular ability
  - h. handicapping conditions
  - i. proficiency in the English language

### **Application Priorities**

Applications will normally be considered on a “first-come, first-served” basis. However, in situations where class size is limited, the principal of the receiving school may give priority to certain students. Priorities may include, but are not limited to, situations where a student:

- 1. resides in the Idaho Falls School District 91 boundaries and seeks enrollment in another school within the district under the provision of the No Child Left Behind Act of 2001.
- 2. was enrolled at the requested school during the previous year and is in good standing.
- 3. has a brother or sister enrolled at the requested school.
- 4. resides in the attendance area of another school within the district.
- 5. has a unique situation or extraordinary circumstance.

### **Approval/Denial Process**

- 1. For in-district requests, the zoned school principal will acknowledge the transfer request and complete the appropriate section of the Open Enrollment Application form and send the completed application form to the receiving school principal.

For out-of-district requests, the zoned school principal will acknowledge the transfer request and complete the appropriate section of the Open Enrollment Application form, Student History Form, and the parent will send the completed application form to the receiving school principal.

2. The receiving school principal will compare applications for open enrollment transfer against the projected student enrollment for the class or program requested.
3. If there are more applications than available space within a priority category, the receiving school principal will use random selection to determine those students who will be approved for possible enrollment.
4. After the February 1 deadline, the receiving school principal will approve or disapprove an open enrollment transfer.
5. The principal of the receiving school will send a letter to the parent/guardian notifying them of their student's acceptance or denial for transfer.

#### **Parent Notification**

1. When Open Enrollment Applications have been received by the February 1 deadline, parents/guardians will be notified of their student's transfer acceptance or denial no later than the last working day of March. If the application for open enrollment is denied, the denial letter will include a written explanation.
2. When the application is submitted outside of the open enrollment time period, notification must be made within 60 days after the application is received by the principal of the receiving school.

#### **Annual Re-enrollment Process**

1. State law requires reapplication on an annual basis.
2. Transfer students seeking re-enrollment out-of-district will only need to submit the Open Enrollment Application and will not need to resubmit the Student History Form.

#### **Revocation of an Open Enrollment Transfer**

1. The district reserves the right to remove a transfer student at any time for failure to remain in "good standing". "Good standing" is defined as acceptable attendance, behavior and academic effort. Unacceptable academic effort is defined as teacher(s) report of poor academic work due to lack of effort, misbehavior or poor attendance.

2. Within five (5) school days of receiving notice of revocation of student's transfer, the parent/guardian may request, in writing, an administrative review by the superintendent/designee.
3. Upon receipt of a written request for administrative review, the superintendent/designee will contact the parent/guardian within five (5) school days to schedule a meeting.
4. The superintendent/designee must render a decision, in writing, to the parent/guardian within five (5) school days of the scheduled administrative review meeting.

## **DEFINITIONS**

### **Zoned School:**

The zoned school is the school within the student's attendance boundary where they would normally attend.

### **Receiving School:**

The receiving school is the school outside the student's attendance boundary that they wish to attend.

### **School Days:**

School days include only those days when school is in session.

Adopted: October, 23, 2012 Reviewed: \_\_\_\_\_ Revised: \_\_\_\_\_

Idaho Codes:

§ 33-1402

§ 33-1404