
Students

Administrative Procedure – Open Enrollment

Types of Transfers

The circumstances under which exceptions to Policy 7:30 may be granted are presented below with references to the corresponding application/consideration process.

1. The parents or guardians of a 4th/5th grade student move into another attendance area, and want their child to finish his/her elementary school experience at the current school of attendance.
2. The parents or guardians of a kindergarten-3rd grade student move into another attendance area, and want their child to finish his/her current grade level at the current school of attendance.
3. The parents or guardians of a student(s) will be moving into another attendance area, and want their child enrolled in the new school of attendance before the change in residence occurs.
4. A student is being retained at a grade level and must be reassigned to the teacher who recommended his/her retention, an assignment to which the student's parents or guardians object.
5. For circumstances not presented above, the parents or guardians of a student want their student to attend a district school other than the one in which he/she is currently enrolled.

Process

- Parents or guardians who want to apply for an exception complete an Application for Exception to School Attendance Area Policy and file it and any required attachments the Superintendent of Schools. The Superintendent of Schools and the principals of the schools involved confer, decide and provide telephoned response (followed by written confirmation) as soon after registration day as possible, but no later than the seventh day of school attendance of the school year in which the proposed exception would occur. All written confirmations are provided by the Superintendent's office.

Decisions are based on the professional judgment of the district administrators, the composition of classes, the physical capacity of the receiving school and parity among district schools.

Where there is competition for available space, approvals will be granted on a first-come, first-served basis. The ordering of applications will be accomplished by date-stamping the applications that are received at the Superintendent's office.

- There are conditions or understandings that must attend exceptions approved under Circumstance 5:

The exception is granted for one year only. Those previously approved may re-apply, but are subject to the process already detailed above. Where there is competition for available space, those previously approved and who are reapplying will receive precedence over initial applicants, regardless of their order in filing.

A sibling of those approved is not automatically included in the exception. If parents or guardians want a sibling to enjoy the same exceptions as that approved for a brother or sister, this sibling must be the subject of a separate application, the status of which is the same as all other initial applications.

Students, for whom an attendance exception is approved, must comply with all rules and regulations of the receiving school. Failure to do so may result in the revocation of the exception at any time.

Reviewed: December 19, 2005, September 14, 2015

Adopted: February 27, 2006

Revisions: January 04, 2010, September 28, 2015