

**Series 400 Students**  
**Section 420 School Admission**  
**Procedure 422.1P Public School Open Enrollment Procedure**

A. Nonresident Student Open Enrollment Applications

1. Full-Time Enrollment

- a. The parent(s)/guardian(s) of a nonresident student who wishes to attend school in the District shall submit the required application to the School Board. The application may include a request to attend a specific school or program offered by the District. The application shall be submitted no earlier than the first Monday of February and not later than the third Friday in February in the school year immediately preceding the school year in which the student wishes to attend. The District shall send a copy of the application to the student's resident School Board and to the Department of Public Instruction (DPI) on the fourth Monday of February.
- b. Upon receipt of the application, it will be forwarded to the District Administrator or his/her designee for review and recommendation. All applications shall be reviewed using the acceptance/rejection criteria outlined in Board Policy. The District Administrator or his/her designee shall submit recommendations regarding acceptance or rejection of applications to the Board for action. No action shall be taken on any application until after the third Friday in February.
- c. On or before the first Friday following the first Monday in April following receipt of the application, the applicant shall be notified, in writing, of whether the application has been accepted. If the application is rejected, the notice shall include the reason(s) for the rejection.
- d. If the application has been accepted by the District, and not rejected by the student's resident school board, the District Administrator or his/her designee will determine which school or program the nonresident student may attend in the following year. This determination shall be made in consultation with other appropriate staff and in accordance with established District policies and procedures. On or before the second Friday following the first Monday in May following receipt of the application, the applicant shall be notified, in writing, of the specific school or program that the student may attend in the following school year.
- e. The nonresident student's parent(s)/guardian(s) shall notify the Board of the student's intent to attend school in the District in the following school year. This must be done on or before the first Friday following the first Monday in June following receipt of the notice of acceptance.
- f. Annually by June 30, the resident district school boards shall be notified of the names of the students from the resident district who will be attending school in the District the following school year.

2. Part-Time Enrollment

- a. The parent(s)/guardian(s) of a nonresident public high school student who wishes to take a course(s) in the District shall submit the required application to the Board. The application shall specify the course that the student wishes to attend and may specify the school(s) at which the student wishes to attend the course. The application shall be submitted no later than six weeks prior to the date the course is scheduled to commence. The District shall send a copy of the application to the student's resident board.
- b. Upon receipt of the application, it will be forwarded to the District Administrator or his/her designee for review and action. All applications shall be reviewed and acted upon using the acceptance/rejection criteria outlined in related Board policies and procedures. No later than one week prior to the date the course is scheduled to commence, the District Administrator or his/her designee shall notify the applicant and the resident school board, in writing, of whether the application has been accepted and the school at which the student may attend the course. If the application is rejected, the notice shall include the reason for the rejection. If accepted, the acceptance applies only for the following semester, school year or other session in which the course is offered.
- c. The parent(s)/guardian(s) of a nonresident student accepted for enrollment shall notify the District of the student's intent to attend a course in the District prior to the date the course is scheduled to commence.

B. Resident Student Open Enrollment Applications

1. Full Time Enrollment

- a. Upon receipt of a copy of a resident student's application to attend a school or program in another public school district, school office staff shall forward it to the District Administrator or his/her designee for review and recommendation.
- b. All applications shall be reviewed using the criteria outlined in board policy. The superintendent or his/her designee shall submit recommendations regarding acceptance or rejection of applications to the board for action. If the application is rejected, the applicant and the nonresident school board shall be notified, in writing, that the application has been rejected. This notification shall be made on or before the first Friday following the first Monday in April. The notice shall include the reason(s) for the rejection.

2. Part-Time Enrollment

- a. Upon receipt of a copy of a resident high school student's application to attend a course(s) in another public school district, school office staff shall forward it to the superintendent and his/her designee for review and action.
- b. All applications shall be reviewed using the criteria outlined in board policy. If the application is rejected, the applicant and the nonresident school board shall be notified, in writing, that the application has been rejected. This notification shall be made no later than one week prior to the date the course is scheduled to commence. The notice shall include the reason(s) for rejection.

If the application is accepted, the high school principal shall determine whether or not the course(s) satisfies district graduation requirements. If it is determined that the course does not satisfy district graduation requirements, the superintendent or his/her designee shall notify the applicant of that fact no later than one week prior to the date the course is scheduled to commence.

C. Appeal of Rejection

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days after the decision.

**Cross Reference: 345.6; 411; 421; 422; 422.1**

**Reviewed: 2004**