

Application for Open Enrollment – JECB-AR (B)

Name of Parent/Guardian: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Resident School District: \_\_\_\_\_

Date: \_\_\_\_\_

I am requesting open enrollment for my child(ren) named below.

Name(s) of student(s):	Grade for Request	School of Request
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____

Mark the Priority Group you belong to:

\_\_\_\_\_ Priority Group I: Students enrolled in the requested school attendance area the previous school year and/or students with siblings already enrolled in the requested school attendance area.

\_\_\_\_\_ Priority Group II: In-district student requesting a different school.

\_\_\_\_\_ Priority Group III: Out-of-District request by current 509J District employee.

\_\_\_\_\_ Priority Group IV: All other requests.

\_\_\_\_\_ Open enrollment is closed to students in Kindergarten, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Grades and/or currently expelled unless approved on special circumstances by the superintendent.

Document special circumstances below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like each student considered for open enrollment on an individual basis or would you like your students to be considered together? Mark the appropriate line below.

\_\_\_\_\_ Individual Student

\_\_\_\_\_ Students Together

Applications for the upcoming school year must be received by the district office by April 1<sup>st</sup>.

Summary of open enrollment conditions and procedures are included on the reverse side. Full district policy JECB is available on the district website or can be obtained at the district office.

The District will not pay for any transportation or excess costs.

I have read, understand and will abide by the conditions written on the back of this form.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

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### Open Enrollment Summary

1. Parents desiring to enroll a student in a district school in an attendance area other than the one in which they reside must complete this “Application for Open Enrollment” form and submit it to the district office by April 1<sup>st</sup>.
2. The Applications will be approved unless one or more of the following situations exists:
  - a. Open enrollment is closed to students in Kindergarten, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Grades and/or currently expelled unless approved on special circumstances by the superintendent.
  - b. The school’s enrollment capacity has been met.
    - i. In elementary schools, the classrooms at the student’s instructional level are full or within two students of being full. Full is defined as follows:
      1. First to Second Grade – 25 students.
      2. Third to Sixth Grade – 30 students.
      3. NOTE: Principals may use discretion with mixed grade classrooms.
    - ii. In secondary schools, enrollment capacity will be based on the total number of students at each grade level. Full grade level enrollment is defined when capacity for each grade level is within 10 students of being full.
      1. Secondary enrollment projections will be determined each year by March 1<sup>st</sup>.
        - a. 2012-13 School Year Projected enrollment for Grades 7, 8 & 9 is 250 students per grade level.
      2. Student athletes will be required to follow all OSAA rules and regulations.
3. A copy of the Open Enrollment Application form, noting the district’s decision, will be mailed to the parent/guardian no later than May 15<sup>st</sup>. The district will notify the effected resident districts by May 1<sup>st</sup>.
4. If there are more students requesting open enrollment into a school defined as full, then a lottery will be used to create a rank order list for each Priority Group:
  - a. Priority Group I: Students enrolled in the requested school attendance area the previous school year and/or students with siblings already enrolled in the requested school attendance area.
  - b. Priority Group II: In-district student.
  - c. Priority Group III: Out-of-District request by current 509J District employee.
  - d. Priority Group IV: All other requests.
5. Once approved, an open enrollment will ordinarily remain in effect until the student completes the highest grade level in the school attendance area; the student’s parent requests that the open enrollment be rescinded; or administrators revoke the open enrollment for reasons such as erratic attendance, excessive tardiness, or other unsatisfactory performance.
6. Parents choosing to send their student to a school other than the school in their attendance boundary area will be responsible for all transportation costs. Student athletes will follow all OSAA guidelines.

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Date Received: \_\_\_\_\_  Approved  Denied  Approved Pending \_\_\_\_\_

Received by: \_\_\_\_\_  
Superintendent or Designee Date

Priority Group: \_\_\_\_\_

Comments

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