

INTRADISTRICT OPEN ENROLLMENT PROGRAM

The Board believes students should be permitted to attend their school of choice within the District if there is space available. Each principal shall notify the Superintendent by May 30 of the programs and classrooms which have space available for intradistrict students. As such, the Board will permit students to apply for attendance at their school of choice based upon the criteria listed below:

1. Parents requesting to have their child(ren) attend an alternative school in the district must submit an application to the Student Information Office no earlier than April 1 of the preceding school year with applications. The applications can also be obtained from the school buildings. Intradistrict transfer requests are approved on an annual basis. Parents already participating in the intradistrict transfer program will receive a notice in March to reapply if they wish to continue the placement but applications will not be taken until April 1. Notification of the decision will be mailed to the parents no later than August 1. Anyone denied will be placed on a waiting list and then may be notified one week before school starts.

2. Applicants will be considered on a first come, first serve basis determined by the date received by the Student Information/Public Relations office. The following priority criteria will be used to determine the status of the applications:

Priority I	Students officially living in the school attendance (residence) area.
Priority II	Students involuntarily transferred the previous year to the school.
Priority III	Previously accepted intradistrict transfers to the school.
Priority IV	New intradistrict transfer requests including School District Employee requests for special admittance.
Priority V	Interdistrict transfer requests.

3. Applicants may be rejected for one **(1)** or more of the following reasons:

- A. IF grade level/course enrollment exceeds the limit which is three (3) students below the desirable class size as stipulated by the Collective Bargaining Agreement. Class size enrollments will include special education students as defined in the Superintendent's guideline. Location of the special education program for a student will be decided by the placement team and be stated in the IEP.
- B. IF the minority balance of either the sending or receiving school would be negatively impacted. The Superintendent shall have individual discretion in this matter.
- C. IF the student has been suspended or expelled for ten (10) or more consecutive days in the year in which admission is sought or the year immediately preceding the term for which admission is requested. The Superintendent shall make the final decision.

4. To prevent disruption and increase the continuity of a student's education, any student approved for a transfer must attend the respective school for the remainder of the school year. This may be changed only if the parents petition the Superintendent. However, the school district does reserve the right to return a student to their school of attendance (residence) area for reasons of discipline/attendance. The principal of the school that the student currently attends will recommend such action to the Superintendent who will make the final decision. Before a student is returned to the school of attendance (residence) area for this reason, the parent and student will have the right to a conference with the respective school officials.

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5. Students having voluntary intradistrict transfer requests in process should begin or continue at their school of attendance (residence) area until the application is approved or denied.
6. For voluntary transfers, transportation is the responsibility of the parents.
7. An accepted voluntary transfer student establishes their last in, first out status at the school of attendance as of their first day of attendance. A student approved for an intradistrict transfer loses seniority in the school of attendance (residence) area. If at some time the parent chooses to re-enroll their child in the school of attendance (residence) area, seniority will be established on the date of applying for re-entry.
8. Students who have been granted an intradistrict transfer but move to a new address within the District during the school year, may continue to attend the same school for the remainder of the school year. Students living and attending at their home school who move to an address outside of that attendance district during the school year, may continue at that school for the duration of the school year without going through the intradistrict transfer procedures. However, class size may necessitate a review of this placement. If the parent or guardian wants their child to continue at this school the following year, the intradistrict policy and procedures apply. In all of the above cases, transportation is the responsibility of the parent.
9. Parents may appeal an intradistrict decision to the Superintendent within two (2) weeks of notification of the decision.
10. Copies of the intradistrict procedures shall be made available to the parents of district students and the general public. The information will be included in the building website and newsletters, school handbook, pre-school screening materials, and community media.

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