

STUDENT PERSONNEL

Series 500

POLICY TITLE OPEN ENROLLMENT TRANSFERS-PROCEDURES AS A SENDING DISTRICT No. 501.14

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll to another public school district.

Parents/guardians requesting open enrollment out of the school district for their student will notify the sending and receiving school district no later than March 1 in the school year preceding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the District Office or on the district website.

Parents/guardians of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents/guardians of kindergarten and prekindergarten children enrolled in special education programs and included in the district's basic enrollment will file in the same manner set forth above by September 1. Parents who have good cause as defined by law for failing to meet the March 1 deadline may make an open enrollment request by September 1 unless another deadline applies.

The receiving district will approve open enrollment requests according to the policies established by law. The parents/guardians may withdraw the open enrollment request prior to the start of the school year. The receiving district's superintendent will notify the parents/guardians and sending school district by mail within five days of the school district's action to approve or deny the open enrollment request.

Subject to applicable laws, the board may approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

An open enrollment request out of the school district from parents/guardians of a special education student is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The Director of Special Education will determine whether the program is appropriate. The special education student will remain in the school district until the final determination is made.

It is the responsibility of the superintendent/designee to maintain open enrollment request applications and notice forms. It will also be the responsibility of the superintendent/designee to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1.
281 I.A.C. 17.
1990 Op. Att'y Gen. 75.

Cross Reference: 501 Student Attendance
506 Student Records

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