

Policy Title:

Open Enrollment as a Sending District

Code No. **501.9**

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 set by law, to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district in accordance with district practice. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten and prekindergarten enrolled in special education programs and included in the district's basic enrollment will file in the manner set forth above.

The receiving district will approve or deny open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the board's approval of the application. The receiving district's superintendent or designee will notify the parents and sending school district by mail within five days of the school district's action to approve or deny the open enrollment request.

The board will not 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 of a special education student shall be 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 whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The decision of whether an appropriate program is available will be made by the receiving district, in consultation with the resident district and the appropriate area education agency(ies) before approval is granted. The special education student shall remain in the school district until the final determination is made.

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

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