

Late Open Enrollment Procedures

1. A school previously designated as *closed* to open enrollment requests remains closed.
2. Late open enrollment applications are accepted until the close of business on the Friday before school begins (August 11th).
3. The parent must submit an application to the school where they want their student to attend. The school collects the one-time, non-refundable \$5 processing fee. (*School: Use same application except mark "Late Open Enrollment" and note the date the application was received.*)
4. The student must go through the regular pre-registration procedures for their boundary school (i.e., the school they would attend next year according to where they live) in case the late open enrollment request is denied.
5. The availability of late open enrollment slots is determined by the enrollment counts in indicator classes. In elementary it is the enrollment in the grade level class being requested. For secondary, it is the enrollment in language arts for the grade requested. The teacher/pupil staffing ratio in the indicator classes is established by the district in the spring for each grade. The current staffing ratios are:

Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
21	21	24	24	24	24

Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
27	27	27	35	35	35	35

6. A school may establish a lower average capacity if the school is using Title I or trust land funds for the purpose of lowering class-size.
7. If late open enrollment slots are available they are filled earliest application to latest (i.e., first come, first served). Preference is given to siblings of students presently enrolled in the school, or who have previously attended a feeder school as an open enrollment student.
8. The Principal may deny the application of students who have committed serious infractions of the law or school rules, or have been guilty of chronic misbehavior which would, if it were to continue after the student was admitted, endanger persons, or property; cause serious disruptions in the school; or place unreasonable burdens on school staff. The Principal may provide for provisional enrollment of students with prior behavior problems, establishing conditions under which enrollment of the student would be permitted or continued.
9. The Principal notifies all applicants as soon as possible (approved and denied).
10. Once approved, the parent (guardian) must indicate their acceptance of the open enrollment slot by submitting a signed letter of commitment to the school. The commitment is for a minimum of one school year. (*School: Use same letter of acceptance as with early open enrollment*).
11. A student attending school under open enrollment provisions shall be permitted to remain in that feeder system (cone-site), unless revoked by the principal in accordance with item #8, above.

June 19, 2017