

Washington County School District

OPEN ENROLLMENT PROCEDURES

1. In November of each year the Board designates schools that will be available for Early Open Enrollment for the following school year.
2. Early Open Enrollment is from December 1st to the 3rd Friday in February.
3. Applications are available at the student's current school and returned to the school that is being requested. The requested school collects the non-refundable \$5 application fee.
4. If the number of applicants exceeds the number of Early Open Enrollment slots the Principal selects students via a lottery.
5. If the number of applicants is less than the number of slots the applications are approved in accordance with the following:

The grounds for denying applications may be based on:

- * The capacity at a specific grade level (elementary),
- * Not offering or having capacity in a Special Education or other special program the student requires,
- * Maintenance of reduced class size,
- * Schools where Title One funds, school trust land funds, or other local funds are used to reduce class size for the purpose of improving student achievement, or
- * Willingness of the student to comply with school rules and district policies.

The grounds for accepting an application may not be based on:

- * Previous academic achievement,
- * Athletic or extracurricular ability,
- * The fact that the student requires special education services for which space is available,
- * English language proficiency, or
- * Previous disciplinary issues, unless
- * The student has committed serious infractions of school rules or the law, or
The student is guilty of chronic misbehavior, which if it were to continue, would endanger or disrupt people or property; or which place unreasonable burdens on school staff.

The Principal may consider provisional enrollment of such students with conditions for continued enrollment.

6. The Principal provides written notification to all applicants before March 31st.
7. The parent must sign and return the Letter of Acceptance which commits the student to attend that school for at least one school year.
8. The Principal includes the Early Open Enrollment students in the enrollment count for purposes of staffing the school and notifies the principal from which the students are coming.
9. The Principal collects Late Open Enrollment from the 3rd Friday in February until the Friday before school starts and can approve eligible applications on a first-come, first served basis if there are available slots.
10. Student applications not approved during Early Open Enrollment period are put on the "waiting list". Students on the waiting list are given priority over Late Open Enrollment applicants if slots become available.
11. For Late Open Enrollment, the Principal provides written notification to all applicants by the Friday before school begins.
12. For Late Open Enrollment, the parent must sign and return the Letter of Acceptance which commits the student to attend that school for at least one year.