

# OPEN ENROLLMENT APPLICATION

For School Year 20 \_\_\_\_\_ - 20 \_\_\_\_\_

Grade \_\_\_\_\_

This application form (approved March 2000) was prepared pursuant to Section 33-1402, Idaho Code, and may be used by any school district. Any other form must be approved by the State Superintendent of Public Instruction.

**NOTE:** For out-of-district applicants, a copy of the applicant student's cumulative record must be attached to this application.

Out-of-District Application

In-District Transfer Application

Name of Proposed Receiving School \_\_\_\_\_

School District Name \_\_\_\_\_

1. Applicant Student's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

2. School Student is Presently Attending:

Name of School \_\_\_\_\_

Address of School \_\_\_\_\_

Present Grade Level of Student \_\_\_\_\_

3. Has the student ever been suspended or expelled from school? Yes \_\_\_ No \_\_\_

If YES, describe the circumstances (including dates and duration). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Reason(s) for requesting attendance in this school (optional).

\_\_\_\_\_

\_\_\_\_\_

5. Special and/or unique instructional programs in which the applicant student is currently enrolled. (For example: vocational, foreign language, remedial, special education, gifted/talented, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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6. Special and/or unique instructional programs in which the applicant student expects to enroll during the next school year. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Transportation arrangements that will be made by the parent/guardian.  
\_\_\_\_\_  
\_\_\_\_\_

8. Parent/Guardian's Name \_\_\_\_\_  
(please print)  
Parent/Guardian's Address \_\_\_\_\_  
(please print) ( Street ) (PO Box)  
\_\_\_\_\_  
( City / State / Zip )

Name of home school location (school you are zoned for based on address above).  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Message Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

I have read the school district policy on open enrollment, and hereby request that my son/daughter be permitted to attend \_\_\_\_\_.  
(Name of proposed receiving school)

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

( ) Approved ( ) Disapproved Date: \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_  
\_\_\_\_\_

Within 60 days following action on the application, copies must be sent to: Parents, Building Principal and, for out-of-district applicants, the superintendent of the home district. If the application is denied, a written explanation for the denial must be attached.

## **POST FALLS SCHOOL DISTRICT NO. 273**

Series 500: Student Policy: Admission

Policy No. 502.3

Policy Title: Student Enrollment Options

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Both Post Falls School District resident and non-resident students may apply for attendance in Post Falls schools pursuant to the enrollment options program as provided by district policies. A non-resident student (out-of-district student) is one attending schools in a district other than his/her home district. A resident student is one attending school in his/her home district.

A student's residence is that of his/her parent or guardian, providing, however, that the residence of a student between the ages of 18 and 21 is determined by the actual bona fide residence of the student without regard to the residency of his/her parent or guardian.

A Post Falls School District resident student may request a transfer to another school within the Post Falls School District. The requesting resident student may be accepted for attendance at another school within the district when the acceptance would not work a hardship on the Post Falls School District and when the acceptance would meet the standards and guidelines set out in district policies.

A non-resident student may be accepted for attendance in the Post Falls schools under the enrollments option program described in I.C. 33-1402, where tuition would be paid by the home district or waived as described in I.C. 33-1404, when the acceptance would not work a hardship on the Post Falls School District and when the acceptance would meet the standards and guidelines set out in district policies.

Priority for admission to the Post Falls schools shall be given in the order as follows:

1. All in-district students and all those out-of-district students who were enrolled and in attendance in Post Falls schools the prior year providing the out-of-district student remains in continuous attendance in Post Falls schools;
2. Out-of-district students who are placed by court order under provisions of the Idaho Youth Rehabilitation or Child Protective Acts and reside in licensed group homes, agencies and institutions located within the Post Falls School District;
3. Homeless children and youth as defined by the Stewart B. McKinney Homeless Assistance Act (P.L. 100-77) when it is determined to be in the best interests of that child;
4. Out-of-district students included in district-to-district agreements wherein the sending school contracts with the Post Falls School District to educate specific individuals or groups;
5. Out-of-district students whose parents are employed by the Post Falls School District;

The non-resident student, or his/her parent or guardian, shall be responsible for transporting the student to and from the school if the requested admission or transfer is granted. A resident student does have to provide transport.

No out-of-district student shall be admitted to Post Falls schools when such student has been suspended from or expelled from another school district or is under suspension, expulsion or other disciplinary proceedings in another school district. The application of a resident student for transfer to another school within the district may be rejected when such student has been suspended or expelled from school or is under suspension, expulsion or other disciplinary proceedings.

An out-of-district student who applies and is accepted for admission to the Post Falls schools, but who fails to attend, shall be ineligible to again apply for an enrollment option in the Post Falls schools unless one or more of the standards set out in Items 1 through 4 above are applicable as determined by the Superintendent or his/her designee.

The provisions set out herein are not intended to and shall not prohibit the Board of Trustees from prescribing non-discriminatory preconditions or standards for admission where necessary to protect the health, safety and welfare of its existing students and/or to protect its educational process.

Legal References: IC 33-1402, 1404 et seq  
Applicable Procedural Regulations: 502.3a, 502.3b  
Date of Adoption: 1/24/89  
Amended: 8/26/91, 9/13/93, 12/10/07, 2/8/10

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Student Admission

Section Title: Student Enrollment Options

Sub-Section No. 502.3a

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The resident student, or his/her guardian, requesting a transfer to another school within the Post Falls School District, and the non-resident (out-of-district) student, or his/her parent or guardian, seeking admission to the Post Falls School District will submit to the superintendent or his/her designee an enrollment application on the form provided by the State Department of Education. Availability of space will be a primary consideration in determining approval of open enrollment requests.

Written notification of the action taken on the application will be mailed or delivered to the student, or to the parent or guardian of the student. Building principals will be notified in a timely manner that non-resident students have been approved to enroll in their school.

The non-resident student or the parent/guardian of the non-resident student must apply annually for the non-resident student's admission to the Post Falls School District.

Adopted: 1/28/91

Amended: 9/13/93, 12/10/07    Reviewed: 2010