

INTRA-DISTRICT ENROLLMENT

I. PURPOSE

The school district provides enrollment options to resident students whenever practicable. It is the purpose of this policy to set forth procedures and standards in making such determinations.

II. GENERAL STATEMENT OF POLICY

A. Eligibility – Students who are current residents of the district are eligible to apply for Intra-District Enrollment. Applications for Intra-District Enrollment shall be available in all school district buildings and on the district website.

B. Standards for Acceptance

1. Residents living in the district who would like to enroll their student in a school outside of their attendance area must complete the Intra-District Enrollment application (one form per child). Applicants will be notified in writing of approval/non-approval.
2. Approval for Intra-District transfer is under the condition that program, class, grade level, or school building capacity is not exceeded as determined by the district.
3. Approval is valid for the duration of enrollment at the building designated on the application. Once approved for a particular school, there is no need to reapply each year that a student is enrolled at that school.
4. While acceptance into the district is permanent through the student's graduation, when the student promotes to a new building, he/she must apply for school building placement by completing and submitting a new Intra-District Enrollment application. Approval is based on current enrollment levels and promotion to the school that the majority of their sibling or peers will attend is not guaranteed.
5. Transportation of students under this policy shall be the responsibility of the parent/guardian, unless transportation is documented in a student's special education plan. The district may provide bus transportation in accordance with policy C-40 Student Transportation, if:
 - The ride is on an existing bus route to school/program and space is available on bus;
 - No re-routing of buses and no additional bus stops are created;
 - Any fees, if applicable, required by the district for providing transportation have been paid in full;

- A signed waiver is on file indemnifying the district of any liability for the safekeeping of the student at the bus stop, or to and from home to bus stop.

C. Exceptions to the Policy

1. The parent/guardian may sever the Intra-District ~~Open~~ Enrollment agreement at any time. When such agreement is cancelled by the parent, the student will ~~attend~~ be assigned to the school in his/her resident attendance area.
2. The district reserves the right to sever an Intra-District Enrollment agreement if it deems this action is in the best interest of the district. An Intra-District Enrollment agreement will not be severed during a school year, unless by mutual agreement with parent and the district.
3. The provisions of federal mandates supersede the terms and conditions of this policy. Any provision of this policy found to be in violation of any such law, regulation, directive or order shall be null and void and without force and effect.
4. The district reserves the right to alter the application process if it determines that it is appropriate to do so.

D. Temporary Suspension of the Policy – The School Board reserves the right to temporarily suspend the implementation of this policy when it deems such action is in the interest of ISD 194.

1. Any Board of Education action to suspend the implementation of this policy will be for the subsequent school year(s).
2. Board of Education action to suspend implementation of the policy will be subject to annual review and reaffirmation by the school board no later than March 31.
3. Students currently attending school under a previously approved Intra-District transfer agreement are not affected by a Board of Education decision to suspend the implementation of this policy for a subsequent school year(s).