

## Policy 509 NONRESIDENT OPEN ENROLLMENT PROCEDURES

### 1. PROTOCOLS

Open enrollment for all district schools is handled through the Student Information Systems Specialist at the Northfield School District Office, 201 Orchard Street South, Northfield. Open enrollment requests are for enrollment into the school district, not a particular elementary building. Parents/guardians may request to be considered for a particular building, but the decision as to building availability is made by the district in consultation with individual buildings. **No students are enrolled in an individual school until staff has verified that the student lives in the district or the parent/guardian has provided a copy of the open enrollment signed by the superintendent or their designee.**

- a. If a parent/guardian contacts an individual building requesting open enrollment, please refer them to the Student Information Systems specialist.
- b. If a parent/guardian attempts to enroll at a building with an address that is not in the district, tell them that they are not eligible to enroll in any district building unless they are approved by the superintendent's office for open enrollment.
- c. Even if open enrollment is not requested by the parent/guardian, if building staff is unsure whether the address is in the district, contact the student information systems specialist, the administrative assistant to the superintendent, or Benjamin Bus Company and request a check of the address. **Do not enroll the student unless one of these individuals indicates that they reside in the school district.**

### 2. OPEN ENROLLMENT

A student is eligible to apply for open enrollment between Dec. 1–Jan. 15 of each year for attendance beginning the following fall. Parents who have submitted open enrollment forms during this enrollment window will receive a response by Feb. 15 of the acceptance or denial of their open enrollment request. By March 15, parents should notify the district office of their intent to attend school in the district the following fall.

Students wishing to enroll in the Area Learning Center are not required to have approval from their resident district prior to enrollment. Please contact the Area Learning Center for enrollment.