

**Policy 558 - Nonresident Open Enrollment  
Procedures for Open Enrollment / Non-resident Agreement**

1. All open enrollment/non-resident agreements will be handled through the Office of the Superintendent of Schools. Open enrollment/non-resident agreement 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 student should be enrolled in a building until staff have verified that the student lives in the district or the parent/guardian has provided a copy of the open enrollment/non-resident agreement signed by the Superintendent or designee.**
  - a. If a parent/guardian contacts an individual building requesting open enrollment or non-resident agreement, please refer them to the Superintendent's office.
  - 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 or non-resident agreement.
  - c. Even if open enrollment/non-resident agreement is not requested by the parent/guardian, if building staff is unsure whether the address is in the district, please contact Chris Neset at the District Office, Donita Delzer at the District Office or Nancy Johnson at 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 December 1<sup>st</sup> and January 15<sup>th</sup> 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 February 15<sup>th</sup> of the acceptance or denial of their open enrollment request. By March 15<sup>th</sup>, parents should notify the District Office of their intent to attend school in the district the following fall.
  
3. **Non-resident Agreement**

At any time during the year, a parent/guardian may request a non-resident agreement into our district for the current school year only. A non-resident agreement requires the mutual agreement between the resident school district and our school district prior to the student being allowed to enroll in one of our buildings. When a request from a parent/guardian is received in the Superintendent's Office, the parent/guardian will receive a non-resident agreement form that must be filled out and approved by the resident district before any action is taken by our district. Once the completed form is received in the Superintendent's Office, a decision will be made on acceptance and the parent/guardian will be notified. If the student is accepted, the building will be immediately notified of the decision, so they can prepare for the student's enrollment. **All non-resident agreements expire at the end of the school year in which they are approved.**

Students who complete non-resident agreements prior to January 15<sup>th</sup> shall be asked to complete an open enrollment application and submit it to the Superintendent's Office by January 15<sup>th</sup>, so that the student's permanent enrollment status for the following school year may be determined. Students who complete non-resident agreements after January 15<sup>th</sup> will need to complete a new non-resident agreement prior to the beginning of the next school year in order to be able to continue to attend school for the second school year. The student will then be eligible to complete an open enrollment application prior to January 15<sup>th</sup> of the second school year, so that the student's permanent enrollment status for the third school year can be determined.

Eleventh and twelfth grade students and students wishing to enroll in the Alternative Learning Center are not required to have approval from their resident district prior to submitting their completed non-resident agreement to the Superintendent's Office.

9/27/04