

## INTRA-DISTRICT OPEN ENROLLMENT

The Board believes that students should be permitted to attend their school of choice within the District. The Board will permit students to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria shall be consistent with State Law and shall include:

1. Students assigned by attendance area to a specific school building will be given first priority.
2. Transfers may not create a racial imbalance.
3. Grade level and program balance must be maintained. The following will be used to determine eligibility for intra-district open enrollment:
  - A. Kindergarten – 20 students per class  
(When a request for intra-district takes the school's student teacher ratio for kindergarten to 20.1 to 1 or above, that request shall be denied.)
  - B. Grades 1-5 - 23 students per class  
(When a request for intra-district takes the school's student teacher ratio for that grade level to 23.1 to 1 or above, that request shall be denied.)
4. Intra-district transfer requests will be approved for one school year only. Annual re-application will be required.
5. Students receiving special education services are required to attend the school within the District where the services specified on the student's IEP are currently available.
6. The parent of each student must complete the intra-district form no later than June 15<sup>th</sup> of each year. The Director of Student Services will determine if the criteria for eligibility can be met. Each application will be date/time stamped upon receipt. Selection for consideration will be rank ordered by lottery from the applications received on/before the deadline.
7. The building principal of choice will provide the Director of Student Services recommendation for or against granting the intra-district transfer request. In accordance with the above stated standards, the Director of Student Services will make the final decision whether to grant or to deny the intra-district transfer request.
8. The Director of Student Services will notify the parents when action has been taken on their request. This takes place the week before school starts.
9. Transportation shall be the responsibility of the parent. Bus transportation will be available from an existing stop that serves the requested school.
10. The student, once reassigned, will remain in the school of choice for that school year.
11. Once the school year has commenced, any elementary student who changes residence to another elementary attendance area may stay in their original elementary school for the remainder of the school year.

[CLICK HERE TO FILL OUT THE INTRA-DISTRICT REQUEST FORM](#)