



## OPEN ENROLLMENT APPLICATION FORM

### Follow Open Enrollment Transfer Application Procedures

The Open Enrollment Act provides parents options for student attendance. The parents of students at one of the 1,000 Open enrollment schools identified for the school year have the option to request a transfer to another school with a higher API score within the district or outside of the district. Once enrolled by the school of choice, the student may remain until the highest grade served by that school without the need to reapply even if the school of origin is no longer identified as an Open Enrollment school. Transportation is not provided.

Although it is not necessary to request permission to leave an Open Enrollment school, it is in everyone's best interest that you notify the school of residence of your intent to seek enrollment at another school for the following reasons: 1) to ensure that all student records will be ready for transfer to the new school of enrollment without delay; 2) to allow the school of residence and the student to plan accordingly for the following school year; and 3) to allow the school of residence to comply with data keeping requirements. Consequently, parents should submit a duplicate copy of this application to their students' Open Enrollment school.

Applications must be submitted May 1 thru May 30 of the preceding school year to the Office of the Assistant Superintendent, Student Services. Parents will be notified of the district's final decision in writing (no later than 60 days from the first day of the established window of time).

*Please Print*

School Year Requested	Current Grade	Date of Request
Student Name (Last, First)	Birthdate	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Current or Last School of Attendance	Current or Last District of Attendance	
School of Residence	District of Residence	
School Requested <input type="checkbox"/> <i>Check here if a sibling already attends the school and attach proof of enrollment</i>	District Requested	
Parent/Guardian Name	Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Email Address	Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Address	City/Zip	
The student is currently: <input type="checkbox"/> pending disciplinary action <input type="checkbox"/> under an expulsion order, with a readmission date of: _____		
The student receives the following services: <input type="checkbox"/> Gifted (GATE) <input type="checkbox"/> Section 504 <input type="checkbox"/> Special Education <input type="checkbox"/> English Language Learner		
If the student is receiving Special Education services, what is the current placement? <input type="checkbox"/> Special Day (SDC) <input type="checkbox"/> Resource (RSP) <input type="checkbox"/> Non-Public School (NPS) <input type="checkbox"/> Pending Assessment		

Parent/Guardian Signature \_\_\_\_\_ Relationship to Student \_\_\_\_\_

**\*\*\*For Office Use Only\*\*\***

Date received: \_\_\_\_\_ Received by (print name & initial): \_\_\_\_\_

\_\_\_\_\_ Verification of resident school on Open Enrollment List.

API score of Open Enrollment school \_\_\_\_\_ API score of requested school \_\_\_\_\_

\_\_\_\_\_ Request granted: student placed at: \_\_\_\_\_

\_\_\_\_\_ Request denied; letter of response sent on: \_\_\_\_\_