

PROCEDURE 558 – ENROLLMENT OPTIONS PROGRAM

I. General Procedure

- A. This procedure applies to any student who wishes to enroll at a school in Independent School District No. 279 other than the school to which his or her residence is assigned. The procedure applies to Non-Resident Students and Resident Open-Enrolled Students. Non-Resident Students and Resident Open-Enrolled Students are admitted on the basis of available space at each grade in each building.
- B. Once a student becomes an Open Enrolled Student, the student will remain an Open Enrolled Student, subject to the policies and procedures that apply to Resident Students and the conditions specified below.
- C. If an Open Enrolled Student changes residence, the parent/legal guardian must complete an updated enrollment options form. Failure to provide an updated enrollment options form may result in a termination of Open Enrollment.

II. Definitions

A. Habitual Truant

A child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

B. Magnet School

Magnet schools offer specialized curricular themes. Magnet schools are available for all school district residents and those students who reside within the boundaries of the Northwest Suburban Integration School District (NWSISD). The following are Magnet Schools or programs operated by the school district.

1. Birch Grove Elementary School for the Arts
2. Weaver Lake Elementary: A Science, Math and Technology School
3. Brooklyn Middle School: A Science, Technology, Engineering, Arts, and Math School
4. North View Middle School—An IB World School
5. Osseo Senior High School: A Health and Science Magnet Program
6. Park Center Senior High—An IB World School

C. Non-Resident Student

Student whose primary source of nurturing, personal care, supervision, emotional, and financial support is at an address outside of school district boundaries, even though the student may lodge within the school district.

D. Open Enrollment

Enrollment in a school other than the school assigned to a particular address within the school district by either a Non-Resident Student or a Resident Open-Enrolled Student.

E. Resident Open- Enrolled Student

A Resident Student who attends a school district school outside of the Resident Student's assigned attendance area.

F. Resident Student

Student who receives his or her primary nurturing, personal care, supervision, emotional and financial support in a residence within the legal boundaries of the school district,

1. From age five through completion of high school, but not beyond the twenty-first birthday if not disabled; or
2. From birth through completion of high school, or until July 1 after the twenty-first birthday if disabled.

III. Open Enrollment Application Process

A. Application Timelines

1. Parents/legal guardians may apply for the current school year or the coming school year only.
2. When a student has been accepted for Open Enrollment, the student will remain enrolled in the school district, at the school assigned, unless the school district terminates enrollment in accordance with its policies and procedures or under one of the conditions listed in section VI. below. Resident open enrollment students may also transfer to the school assigned to their residence.
3. There are three application deadlines during each school year. The specific deadlines are established each year and are published on the Enrollment section of the district website at www.district279.org. The application deadlines each year will be on or about the following dates:
 - a. Mid-January
 - b. Mid-March
 - c. Early May

B. The parent/legal guardian completes an Application Form

1. The parent/legal guardian of each student who wishes to be a Non-Resident Student or a Resident Open-Enrolled Student must complete an application form.
2. The parent/legal guardian must complete a separate application for each student applying for Open Enrollment.
3. Application forms are available at:
 - a. The school district Enrollment Center at 7051 Brooklyn Blvd., Brooklyn Center MN 55429
 - b. The school district website www.district279.org
 - c. Magnet school applications may also be available at the application section of the Northwest Suburban Integration School District website, www.nws.k12.mn.us
 - d. School district schools can assist families in downloading application forms

C. Submit the application to the school district Enrollment Center.

1. Each applicant for Open Enrollment may select first, second and third choice schools for admission.
2. If there is no space available at the first choice school but there is space available at a second choice school, the application for the second choice school will be accepted and the Enrollment Center will not place the student on a waiting list for the first choice school. If there is no space available at a first or second choice school but there is space available at a third choice school, the Enrollment Center will place the student at the third choice school and the

Enrollment Center will not place the student on a waiting list for the first or second choice school.

3. If there is no space at any of the choices selected by the applicant, the Enrollment Center will place the student on the waiting list for the first choice school ranked by preference and then by date of receipt of the application. Any second choice applications are placed on a waiting list behind applicants who made that school their first choice and any third choice applications are placed behind the first and second choice applications on the waiting list for that school.
- D. Applications can be accepted only if there is space available at the school and grade for which an application is accepted. After each of the three application deadlines, the school district Enrollment Center will send a written notification to the parent/legal guardian at their address on record with information about whether the application for Open Enrollment is accepted. The Enrollment Center will mail the written notices approximately three weeks after the three yearly application deadlines. Parent/legal guardian will be contacted by telephone if their student is placed on the waiting list.
1. If Open Enrollment is approved, the parent/legal guardian must complete the enrollment process by the date contained in the notification.
 2. A student approved for Open Enrollment will be assigned to a geographic attendance area (sometimes referred to as a continuing census area).
 3. If the student changes residences and wishes to remain Open Enrolled in a school district school, the student must submit information about the new address to the Enrollment Center.
 4. If Open Enrollment is not approved, the school district will place the student into a pool for consideration at the next application deadline or, if there is no additional application deadline for the school year, the school district will place the student's name on the waiting list. The student's application will be considered in the next application window or as space becomes available.
- E. The parent/legal guardian must provide additional documents to complete the enrollment process.
1. Additional required documents include acceptable proof of address and photo identification. If the student is enrolling in kindergarten or first grade, the parent/legal guardian must provide a birth certificate.
 2. Specific items that satisfy these requirements are on the Enrollment Checklist found at the Enrollment section of the district webpage: www.district279.org.
- F. The parent/legal guardian must bring the completed enrollment forms and the additional documents required to the Enrollment Center.
- G. Approval Guidelines
1. If there are more applications than space available at each deadline, applications will be approved in the following priority order for any spaces available. Random selection (or lottery) is used within each priority if the number of applications in each category exceeds the number of spaces available:
 - a. Sibling—If the applicant's sibling already attends the requested school
 - b. Child Care (for elementary students only) —If the student's child care is in the attendance area of the requested school
 - c. Employee—If the student's parent/legal guardian is employed by the school district
 2. If a student is not selected for admission after an application deadline, the student will be placed on a waiting list ranked by priority as listed above and then by the date received.
- H. Matriculation from Elementary to Secondary Schools
Promotion to next level (5th to 6th and 8th to 9th)

1. In buildings where promotion to the next level is into a single school, Open Enrolled students will be promoted to the next level building with their class.
2. In buildings where promotion to the next level is split between two or more schools, Open Enrolled students will be promoted to the next level school which corresponds to the continuing census area where the point of entry into the current school attendance area is located. The school district will determine the most direct route from the student's home into the attendance area.
3. If an open enrolled student wants to attend a promotional school not assigned to either the student's residence or the continuing census area for Open Enrollment purposes the student must apply for Open Enrollment to that promotional school.

I. Online Learning

Enrollment for online classes is subject to the same procedures used for enrollment in other classes.

IV. Boundary Changes for School Attendance Areas

In the event school attendance boundaries are changed in accordance with Policy #725:

- A. Open Enrolled students will be assigned to the school that serves the continuing census area to which each student is assigned at the time of Open Enrollment or reassigned if the parent or guardian changes residences during the time the student is Open Enrolled.
- B. The school district will not authorize new transfer applications into the schools affected by the boundary changes for the first year the adjustment is in effect.

V. Transportation

- A. When students are approved to attend a school outside of their regular attendance area transportation is the responsibility of the parent/legal guardian. Transportation may be provided from an existing bus stop that serves the approved school under the following conditions:
 1. The student registers with the school district Transportation Department for bus service each school year and is approved to use an existing stop.
 2. Space is available on existing bus routes.
 3. Parents/legal guardians accept ultimate responsibility for ensuring that their student can get safely to and from the assigned bus stop.
- B. A parent/legal guardian of a Non-Resident student in a family living at or below the federal poverty level may seek reimbursement for the cost of transportation to school district schools. A parent/legal guardian who wishes to claim reimbursement must contact the Enrollment Center for instructions and assistance to claim reimbursement.
- C. Magnet School Transportation
The school district will provide transportation within the school district to any elementary student attending a magnet school who lives more than 0.8 miles from the school and to any secondary student attending a magnet school who lives more than 1 mile from the school.

VI. Termination of Open Enrollment

- A. The school district will terminate the enrollment of an Open Enrolled student at the end of a school year if the student is a habitual truant, the student has been provided appropriate services to prevent truancy or educational neglect and the student has been referred to juvenile court.

- B. The school district will terminate the enrollment of a Non-Resident student over the age of 17 if the student is absent without lawful excuse for one or more periods on 15 school days and has not otherwise withdrawn from school.
- C. The school district will terminate the enrollment of a Non-Resident student in accordance with its policies and procedures including policies and procedures governing student discipline and failure to provide accurate information concerning the current residence of the student.

Procedure 558 Revised: 4/19/16
Procedure 558 Revised: 12/9/14
Procedure 558 Revised: 9/10/13
Procedure 558 Revised: 12/20/05
Procedure 558 Adopted: 9/2/03

Legal References:

Minn. Stat. § 124D.03 Enrollment Options Program
Minn. Stat. § 124D.08 School Boards Approval to Enroll in Nonresident District
Minn. Stat. § 124D.68 High School Graduation Incentives Program
Minn. Stat. § 260A Truancy Programs
Minn. Stat. § 260C.007 Subd. 19 Habitual Truant
O P: Atty Gen 180g, Dec. 27, 1928 Definition of Residence for School Attendance

Cross References:

725 Establishing School Attendance Boundaries

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota