

OPEN ENROLLMENT APPLICATION

For School Year 20__-20__
Grade _____

This application form (approved March 2000) was prepared pursuant to Section 33-1402, Idaho Code, and may be used by any school district. Any other form must be approved by the State Superintendent of Public Instruction.

NOTE: For out-of-district applicants, a copy of the applicant student's cumulative record must be attached to this application.

Out-of-District Application **In-District Transfer Application**

Name of Proposed Receiving School _____

School District Name _____

1. Applicant Student's Name _____

Date of Birth _____

2. School Student is Presently Attending:

Name of School _____

Address of School _____

Present Grade Level of Student _____

3. Has the student ever been suspended or expelled from school? Yes ___ No ___
If YES, describe the circumstances (including dates and duration). _____

4. Reason (s) for requesting attendance in this school (optional). _____

5. Special and/or unique instructional programs in which the applicant student is currently enrolled. (For example: Vocational, Foreign Language, Remedial, Special Education, Gifted/Talented, etc.)

OVER->

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6. Special and/or unique instructional programs in which the applicant student expects to enroll during the next school year. _____

7. Transportation arrangements that will be made by the parent/guardian.

8. Parent/Guardian's Name _____
Parent/Guardian's Address _____

Home phone _____ Work phone _____

Message phone _____ Work phone _____

I have read the school district policy on open enrollment, and hereby request that my son/daughter be permitted to attend _____.

(Name of proposed receiving school)

Parent/Guardian's Signature: _____

() Approved () Disapproved Date: _____

Superintendent's Signature _____

Within sixty (60) days following action on the application, copies must be sent to: Parents, Building Principal and, for out-of-district applicants, the superintendent of the home district. If the application is denied, a written explanation for the denial must be attached.

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Potlatch School District will participate in the enrollment options program described in I.C. § 33-1402 et seq. subject to the following conditions:

1. That such actual student enrollment will not cause the Grade Level Class Ratios of the District to exceed:
 - 25:1 Grades K-3
 - 25:1 Grades 4-6
 - 25:1 Grades 7-12 as reported on the Annual Northwest Accreditation Report
2. That a Grade Level priority waiting list based upon date of receipt of application will determine the order in which non-resident students will be admitted to the District.
3. That non-resident students in attendance in the previous school year will be granted the highest priority for the succeeding school year.
4. That non-resident students who have siblings already attending will also be considered as holding a higher priority than those who do not.
5. That a non-resident student will be assigned by a District administrator to a classroom where the Grade Level Class Ratio is below the above standards.
6. No student shall gain eligibility to participate in extracurricular activities in violation of policies governing eligibility as a result of an enrollment option in the District.
7. A student who applies and is accepted as a non-resident student in the District, but fails to attend the District, shall be ineligible to again apply for an enrollment option in the District.
8. The District shall not take any action to prohibit or prevent application by resident students to attend school in another school district.
9. A student under suspension or expulsion shall be ineligible for the enrollment options program described above.

Transportation

Transportation of a non-resident student to and from school shall be the responsibility of the parent/guardian. As bus capacity allows, a non-resident student may ride a District bus from any regular bus stop in Potlatch School District.

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The non-resident student's parent/guardian must apply annually for admission to Potlatch School District. The application (See 3140F), accompanied by the student's cumulative record, must be submitted to the Superintendent by February 1 for enrollment during the following school year, and notice of such application given to the home district by the applicant. Potlatch School District shall notify the applicant of acceptance or nonacceptance within sixty (60) days of receipt of the application, and if denied, must include a written explanation of the denial. Upon agreement between the resident and the non-resident school boards and/or superintendents, the deadline for application may be waived.

Legal Reference:	I.C. § 33-1402	Enrollment Options
	I.C. § 33-1404	Districts Receiving Students

Policy History:

Adopted on: January 8, 2004

Revised on:

Reviewed on: