

## **STUDENTS *Administrative Procedures 503.2B***

### **Student Attendance: School Transfers Within the District (Elementary)**

Elementary students in District 742 schools are assigned to a school attendance area based upon their geographical residence. Requests for open enrollment within the District will be approved based on the following considerations:

#### **A. General Conditions and Limitations Relative to Elementary Open Enrollment**

1. Open enrollment applications (within District 742) will be accepted starting February 1<sup>st</sup> each year. Building administrators will have discretion in accepting *in-district* open enrollment requests based on the following considerations:
  - a. Number of students enrolled
  - b. Building capacity
  - c. Classroom availability
  - d. Unique family circumstances
  - e. Potential for residential growth within the attendance area
  - f. Long-term day care arrangements
2. Students currently open-enrolled only need to reapply when students change schools.
3. All open enrollment placements and requests will be reviewed annually in light of enrollment and program concerns. Program limitations (such as the number of special education students in affected classes) and exceptions to capacity limitations will be determined by the Principal with Superintendent endorsement.
4. Depending on the number of requests, a lottery system may be necessary to determine enrollment status.
5. Once capacity is reached within a school, a waiting list will be established. Building administrators will utilize the considerations listed above in approving open enrollment requests from the waiting list.
6. Transportation for students who request open enrollment to schools outside of their assigned area is the responsibility of the parent(s) or guardian(s).
7. The open enrollment policy will be published annually in the elementary calendar.

## B. Procedures

1. Students/parents may apply for open enrollment outside of their assigned area according to the following procedures:
  - a. Parents write a letter to the receiving principal requesting open enrollment by April 1.
  - b. Receiving principal reviews request and notifies sending school principal and parents by May 1.
2. Students new to District 742 after April 1 who wish to attend a school outside the assigned attendance area may make such a request at the time they register.
3. Appeal from any decision of a principal may be made to the Superintendent in writing.

***St. Cloud Area School District 742***  
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***St. Cloud, MN 56301***  
**Administrative Procedures**  
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