



INTRADISTRICT OPEN ENROLLMENT APPLICATION

Please Print Legibly:

Pupil's Name: _____ Present Grade: _____

Name of Parent(s) or Guardian(s): _____

Physical Address: _____

Mailing Address: _____

Home Telephone: _____ School Currently Attending: _____

I request that my child be allowed to attend: _____ School.

The reason for my request is as follows: _____

Sibling(s) are currently enrolled at requested school. Yes No

Students may apply to attend any elementary, intermediate or high school in the District other than their school of residence. Intradistrict Open Enrollment Applications are to be requested at the school of residence. After an application has been completed by the parent, it is turned in at the school of residence and, if approved by the principal, it is then sent to the school requested for that principal's approval. The application is then sent to the district office for review and approval by the superintendent or his/her designee. Parents will be sent confirmation by mail indicating that the Intradistrict request was approved, declined or placed on a wait list. Parents or guardians who submit an Intradistrict Transfer Request application during the intradistrict open enrollment application period shall be eligible for admission to that school if space is available at the appropriate grade level for the following school year. Applications shall be submitted between the first day of school through March 15 of the current school year for students seeking transfer for the following year. **Once a student is enrolled under intradistrict open enrollment, he/she will be allowed to continue to attend that school in subsequent years without reapplying for an intradistrict transfer. Following the first year of attendance, the new school will be considered the student's home school. Parents and Students will be notified by April 30 of that same school year.** Updated per Board Policy 5116.

Parent(s)/Guardian(s) Signature: _____ Date _____

Current Site Principal: Approved Denied _____ Date _____

Requested Site Principal: Approved Denied _____ Date _____

Superintendent Chief Learning Officer: Approved Denied _____ Date _____