

The board of trustees recognizes that parents/guardians of students residing in the district may desire to enroll their student in a school other than the student's home school. Likewise, the board recognizes that parents/guardians residing outside of the district may desire to enroll their student in schools within the district. The purpose of this policy and the accompanying procedures (Policy 631P) is to establish guidelines for enrollment in district schools consistent with Idaho law. Parents/guardians of Idaho students who desire to enroll their students in district schools, or in a district school other than the student's home school, may apply for enrollment consistent with the requirements of this policy. All transfer applications will be considered without regard to the student's residential address, ability, disability, race,, ethnicity, sex, or socioeconomic status.

DEFINITIONS

As used in this policy and in 631P, the following terms apply;

“Chronic absenteeism” means of at least ten percent (10%) of school days during a school year, regardless of the reason for such absence. For purposes of open enrollment procedures, chronic absenteeism includes late arrivals (tardies) and late pick-ups.

“In-district transfer” means a transfer of a student to a school other than their home school as determined by district school zones and boundaries.

“Home school” means the student's school based on his/her residential address as determined by district school zones and boundaries.

“Receiving school/transfer school” means the student's school approved for enrollment through an open enrollment application.

APPLICATION

Parents/guardians of out-of-district students seeking to enroll in the district and parents/guardians of a student seeking in-district transfer must apply for admission to a specific school on a form provided by the State Department of Education (SDE) or a district-provided form that is substantially similar. The application must be submitted to the desired district school by February 1 for priority enrollment during the following school year. Applications received after February 1 will be considered based on school capacity as set forth in this policy and accompanying procedures (631P). Priority for enrollment in district schools will be given to in-district transfers.

The notice of application must also be given to the home district or school. At the time of application, the parent/guardian must request that the home district or school forward the student's accumulative record. The home district or school has ten (10) days to forward a certified copy of the transferred student's record, unless the provisions of Idaho Code §18-4511 apply.

The superintendent, building principals or other designee will review and accept or deny applications. This district or receiving school within the district will notify the applicant within sixty (60) days of the decision. If the request for enrollment in the district or enrollment in another school in the district is denied, the denial will include a written explanation.

For students accepted for enrollment in district schools, the student's parent/guardian need not reapply for acceptance to the same school for the next school year. However, the parent/guardian must provide notice to the district or receiving school of intent for the student to reenroll on a form provided by the district.

Students moving from elementary school to middle school, or from middle school to high school must reapply for enrollment as provided in this policy. Once accepted, the student's parent/guardian need not reapply for acceptance to the same school for the next school year but must provide notice to the district or receiving school of intent for the student to reenroll on a form provided by the district.

Students who are enrolled at the same district for two (2) consecutive years may complete his/her education at the school without providing notice unless the student's transfer approval has been revoked as provided in this policy.

SCHOOL CAPACITY AND REPORTING

The district establishes maximum enrollment for each grade level at each school within the district and uses such maximum enrollment to determine space available for purposes of making decisions on all transfer applications. Maximum enrollment is determined based on desired student/teacher ratios; program, class, and grade level capacity; and building capacity, as well as growth within a school's home attendance area. For secondary grades, the district may use core classroom size per grade level as the standard to determine maximum enrollment.

Provided that the district meets the minimum sample size necessary to prevent unlawful release of personally identifiable student data, the district will, at least four (4) times during the school year, publish on its website the space available at each grade level at each school. Space available is determined by comparing the maximum enrollment to the number of student actually enrolled.

As required by Idaho law, the district will report to the state reporting system the space available at each grade level, school, and in each program, the number of transfer applications, the number of accepted transfer students, and the number of denied applications. Such reporting will occur not less than four (4) times during the school year.

HARDSHIP

The district is concerned about its class size and the effect enlargement of the student-teacher ratios will have upon the educational program. Therefore, this district has determined that admission of students in excess of the following ratios would work a hardship on the district, its teachers, staff, students, and educational program:

<u>Grade</u>	<u>Ratio</u>
<i>Pre-K</i>	<i>15:1</i>
<i>K-3</i>	<i>20:1</i>
<i>4-6</i>	<i>26:1</i>
<i>7-12</i>	<i>160 students per teacher per day</i>
<i>Exceptional Students</i>	<i>12:1</i>
<i>Alternative School (7-12)</i>	<i>18 average daily class load</i>
<i>Special Education</i>	
<i>Self Contained</i>	<i>10:1</i>

SPECIAL STATUS AND COURT ORDERED STUDENT PLACEMENT

Nothing in this policy shall override any student’s rights under the McKinney-Vento Homeless Assistance Act, the Individuals with Disabilities Education Act (“IDEA”) or Section 504 of the Rehabilitation Act. The District will allow any student eligible under McKinney-Vento, IDEA or Section 504, who is otherwise qualified to participate in school programs, to enroll in schools and programs of the district under the same criteria and conditions as all other students and receive accommodations in the general education courses if eligible. In addition, non-resident students who are placed by court order under provisions of the Idaho juvenile corrections or child protective acts and reside in licensed homes, agencies, and institutions will be received and admitted by the school district in which the facility is located without payment of tuition.

Prior to revocation of an approved open enrollment application of students with disabilities who have an Individualized Education Program (IEP) or Section 504 plan, the district will follow all procedures required by the IDEA or Section 504.

TRANSPORTATION

For those students attending this district’s schools from out-of-district, the parent/guardian will be responsible for transporting the student to and from the school or to an appropriate bus stop within this district, provided that the district may provide transportation for students with disabilities as may be required by the student’s IEP or Section 504 plan. For those students attending another school, rather than their assigned school within this district, the parent/guardian is responsible for transporting the student to an appropriate bus stop.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Transfer students, whether in-district or out-of-district, may be ineligible to compete in athletic activities governed by the Idaho High School Activities Association (IHSAA) due to such transfer. Students and their parents/guardians who are considering a transfer are encouraged to review IHSAA rules and are responsible for obtaining information on athletic eligibility from the IHSAA.

PREVENTING OR RECRUITING POTENTIAL OPEN ENROLLMENT STUDENTS

Neither the district nor its employees will take any action to prevent or prohibit application by the student to attend school in another school district or to attend another school within the district. In no event is the district or any employee of the district to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including termination dismissal.



LEGAL REFERENCE:

42 U.S.C § 11301 *et seq.* – McKinney-Vento Homeless Assistance Act

20 U.S. C. § 1400 *et seq.*- Individuals with Disabilities Education Act

29 U.S. C § 701 *et seq.*- Rehabilitation Act of 1973 (Section 504)

Idaho Code Sections

33-205 – Denial of School Attendance

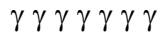
33-506 – Organization and Government of Board of Trustees

33-512 – Governance of Schools

33-1002B – Pupil Tuition-Equivalency Allowances

33-1401, *et seq.* – Transfer of Pupils

IDAPA 08.02.02.110 – Personnel Standards



LEGAL REFERENCE:

Idaho Code Section 33-1401 *et seq.*

ADOPTED: October 19, 2004

AMENDED: June 20, 2023

Wendell School District

150 E. Main St. P.O. Box 300
Wendell, Idaho 83355
Phone 208-536-2418 Fax 208-536-5957

Tim Perrigot
Superintendent
Laurie Lancaster
Personnel Clerk, District Clerk

Krissy Messick
Business Manager

Date

Dear Parent;

Wendell School District Policy #632 states that Wendell is an open enrollment school district. According to Idaho Code Section 33-1402, a student's parent/guardian must apply annually for admission to the school district for each year they attend as an out of district student. It has come to our attention that this form has not been completed for the _____ school year for your child. This is only a formality; your child is a student in good standing in the district and will certainly be allowed to continue attending Wendell School District. Please complete the enclosed form and return it to your child's school by _____ that it can be filed at the district office. If you have any questions, please feel free to call district office.

Sincerely,
Laurie Lancaster

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150 E. Main St. P.O. Box 300
Wendell, Idaho 83355
Phone 208-536-2418 Fax 208-536-5957

Tim Perrigot
Superintendent
Laurie Lancaster
Personnel Clerk, District Clerk

Krissy Messick
Business Manager

STUDENTS – Residence Verification Form

Student Name: _____ Date: _____
Birth: _____
Address: _____
City: _____
Phone #: _____

Dear Parent/Guardian:

Wendell School District requires proof of residency to enroll students whose parent(s) or legal guardian(s) reside within our district. The student must live with said parent/guardian.

This form is to verify residency within Wendell School District.

Parent/Guardian must provide at least 2 of the following forms of residence verification, which has their name and physical address:

_____ Copy of Utility Bill (water, power, gas, etc.) _____ Rental/Lease Agreement
_____ Property Tax Statement _____ Mortgage/Close of Escrow
_____ Homeowners/Renters Policy _____ Vehicle Registration w/Physical Address
_____ 1099 or W-2 w/Physical Address _____ *Other (Principal Approval)

I certify the above information is true and correct

Signature of Parent/Guardian Date

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 applications, 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: _____

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

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 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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NON-RESIDENT STUDENT CONTRACT

The Wendell School District Board of Trustees, in conformance with Idaho Code, adopts written policy guidelines for accepting out-of-district students.

Any student desiring to enroll in Wendell High School must agree to the following conditions by signing and returning this "contract" to the school principal.

A. 1. The student shall not be absent from any classes unless the parents/guardians have called the school prior to the absence and requested the student be excused.

2. The student shall not exceed the allotted number of absences from any class or the student will automatically be withdrawn from school.

B. The student shall not have more than three (3) tardies in any class.

C. The student shall not be disruptive, argumentative, defiant, or exhibit any other behaviors, which would result in the student being sent to the office for disciplinary reasons.

D. The student shall remain in the classroom for the entire period, and will respectfully obey the request and directions of the teachers.

E. The student shall follow all rules, regulations, and policies of Wendell High School and the Wendell School District as outlined in the student handbook.

F. The student shall maintain passing grades in all classes.

The student and parents/guardians, understand that any violation of the above may, at the discretion of the principal, result in the student being denied attendance at Wendell High School.

Student Signature Parent/Guardian Signature Date

Note: A certified copy of the student's birth certificate and immunizations must be on file in the office before the student is allowed to attend school. If the student is not living with the custodial parent, a copy of the power of attorney must be provided at the office.