Washington County School District Late Open Enrollment Procedures

- 1. A school previously designated as *closed* to open enrollment remains closed.
- 2. *Late Open Enrollment* applications are accepted from the 3rd Friday in February until the close of business the Friday before school begins.
- 3. Parents must submit an application. The school collects the one-time, non-refundable \$5 processing fee. (School: Use Open Enrollment application and mark as "Late Open Enrollment". Be sure to note the date the application was received.)
- 4. The student should pre-registration at their <u>boundary</u> school in case the late open enrollment request is denied.
- 5. The availability of late open enrollment slots is determined by the enrollment count in *indicator classes.
 - In elementary it is the enrollment in the grade level class being requested.
 - For secondary, it is the enrollment in the language arts class for the grade requested.

A school may establish a lower average capacity if the school is using funds to lower class-size.

- 6. <u>The Friday before school starts:</u> If late open enrollment slots are available, preference is given to siblings of students presently enrolled, to students that applied for *Early Open Enrollment*, and those who have previously attended a feeder school as an open enrollment student. Remaining slots are filled according to the earliest application date to the latest.
- 7. The Principal notifies all applicants as soon as possible (yea and nay).
- 8. The parent (guardian) must return a *Letter of Acceptance*. The commitment is for a minimum of one school year. (School: Use same Letter of Acceptance as with early open enrollment).
- 9. A student attending school under open enrollment provisions shall be permitted to remain in that feeder system (cone-site).
- 10. Forms are kept in student's cumulative file.

November 2018

^{*}The teacher/pupil staffing ratio for the indicator classes is established by the district.