



Washington County School District

OPEN ENROLLMENT PROCEDURES

EARLY OPEN ENROLLMENT

1. The Board designates schools available for *Early Open Enrollment* for the following school year.
2. *Early Open Enrollment* is from December to the 3rd Friday in February.
3. Applications are available at the student's current school and returned to the school being requested.
4. After the 3rd Friday in February: If the number of applicants is less than the number of slots, all applications are approved.
5. After the 3rd Friday in February: If the number of applicants exceeds the number of slots the Principal first gives preference to students with siblings in the school. Others are selected via a lottery.
6. The Principal provides written notification (yes or no) to all applicants before March 31st.
7. The parent returns the *Letter of Acceptance* committing the student to attend for at least one school year.
8. The Principal includes the *Early Open Enrollment* students in the enrollment count for purposes of staffing.
9. The Principal notifies the Principal of the school from which the students are leaving.
10. Applications not approved during *Early Open Enrollment* are held for *Late Open Enrollment* consideration (see below). These students are given priority over other *Late Open Enrollment* applicants if slots become available.
11. Forms are retained in the student's cumulative file.

LATE OPEN ENROLLMENT

1. The Principal collects applications for *Late Open Enrollment* from the 3rd Friday in February and holds them until the Friday before school starts.
2. If slots are available, preference is first given to students with siblings in the school and those that applied for *Early Open Enrollment*. Applications are then approved based on earliest application date to latest.
3. The Principal notifies (yes or no) all applicants before school begins. Written notification follows.
4. The parent returns the *Letter of Acceptance* committing the student to attend for at least one school year.
5. Forms are retained in the student's cumulative file.