Description: Open Enrollment (OE) is a process which allows, under certain conditions, a student to attend a school other than his/her neighborhood school.
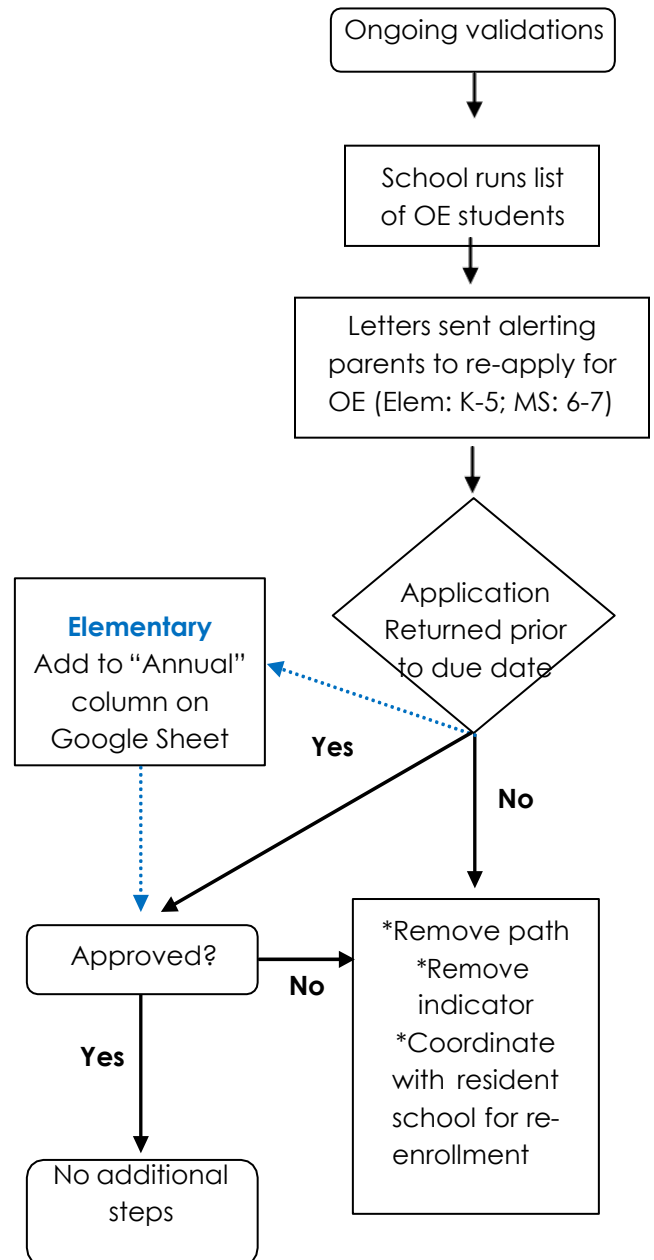
New Open Enrollment requests are submitted directly to the new school. Students who are currently Open Enrolled must re-apply with their OE school annually.

New Open Enrollment Request
CHOICE transfers handled separately.

- OE applications submitted to new school
- Elementary? → **Yes** → **Elementary** New school enters request on Google sheet
- **Elementary** Principal group reviews applications
- Elementary? → **No** → Approved by new school?
- Approved by new school? → **No** → **New school:** *File OE denial *Update Google Sheet (Elem only) **Resident school:** *Enroll in Skyward
- Approved by new school? → **Yes** → Already enrolled in SK school?
- Already enrolled in SK school? → **Yes** → **Resident school:** * Withdraw (Delete if no history)
- Already enrolled in SK school? → **No** → **New School:** * Enroll in Skyward *Update Google Sheet (Elem only) * Enter Path & Indicator * File OE Request *Do NOT send copy to District Office

Annual Renewal

- Ongoing validations
- School runs list of OE students
- Letters sent alerting parents to re-apply for OE (Elem: K-5; MS: 6-7)
- Application Returned prior to due date
- Application Returned prior to due date → **Yes** → **Elementary** Add to "Annual" column on Google Sheet
- Application Returned prior to due date → **No** → *Remove path *Remove indicator *Coordinate with resident school for re-enrollment
- Approved? → **Yes** → No additional steps
- Approved? → **No** → *Remove path *Remove indicator *Coordinate with resident school for re-enrollment

Skyward Quick Reference Guide ▪ **Open Enrollment Process**
February 2020

Currently Open Enrolled Students- Renewal Requests

In January, the Student Success Department provides all elementary and middle schools with a letter to send to families of currently Open Enrolled students informing them that they must re-apply for Open Enrollment for their student to stay at his/her current school. Due dates are determined by the Student Success Department, but generally occur at the end of March.

Parents of **currently** Open Enrolled students must apply annually to renew their OE status. Parents of **currently** Open Enrolled students entering 6th grade (Middle School) must complete a **new** OE request.

New Open Enrollment Requests

Parents requesting **new** Open Enrollment must submit the OE application to the school they want their student to attend. Students who are new to the district or are requesting new Open Enrollment will remain enrolled at their neighborhood school until their application has been approved.

Approval Process

As new and annual Open Enrollment applications are received, office staff enter the request on the Elementary Principal's shared Google Sheet.

As a group, Elementary principals review Open Enrollment applications and begin to notify families of their application status starting the first week of April. The Google Sheet is updated as decisions are made; some applications are kept in "pending" or "wait list" status depending on classroom space.
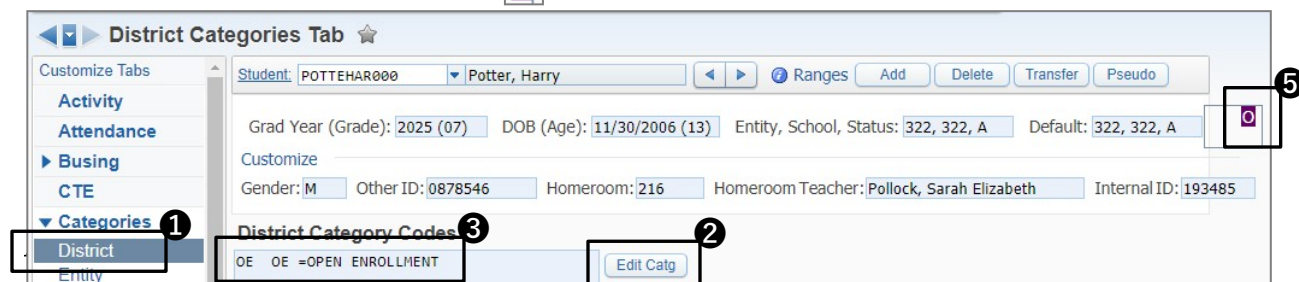
If **denied**, principals will contact families directly to inform of reasons for denial and the application will be filed in an OE file.

Skyward Process for Approved Requests

If **approved**, office staff will notify families, enter the Open Enrollment Indicator and Student Path in Skyward and file the application in an OE file.

Add Open Enrollment Indicator

1. Click **District** under the Categories tab on the Student Profile.
2. Click **Edit Catg.**
3. Select the **Open Enrolled (OE)** category.
4. Click **Save.**
5. The Open Enrollment Indicator (O) will be visible next to the student's default entity.

Skyward Quick Reference Guide ▪ **Open Enrollment Process**
January 2021

1. Click **School Path** under the General tab on the Student Profile
2. Click **Edit.**
3. Click the **Student Path** hyperlink.
4. Select the appropriate Open Enrolled **Path Code** (starts with "OE").
5. Click **Save**

Note: Copies of OE applications do <u>NOT</u> need to be sent to the School and Family Support Department.