

Lancaster Community School District

Students

**PROCEDURES FOR DEALING WITH PUBLIC SCHOOL
ENROLLMENT APPLICATIONS**

A. FULL-TIME OPEN ENROLLMENT APPLICATIONS

1. Nonresident Full-time Students Coming into the District

- a. The parent(s)/guardian(s) of a nonresident student who wishes to attend school in the Lancaster Community School District shall submit the required application to the District Administrator. The application may include a request to attend a specific school or program offered by the District.

The application shall be submitted no earlier than the first Monday of February and not later than the last Friday following the first Monday in April in the school year immediately preceding the school year in which the student wishes to attend.

- b. The Lancaster Community School District Administrator shall send a copy of the application to the student's resident school board and to the Department of Public Instruction (DPI) on the fourth Friday of -April.
- c. Upon receipt, all applications shall be stamped with the date received and shall be reviewed by the District Administrator for recommendation. All applications for full-time open enrollment shall be reviewed using the acceptance/rejection criteria outlined in Board-approved procedures. The District shall not accept more nonresident students for a particular grade or program than there are spaces available in the grade or program. If the District receives more nonresident student applications for full-time enrollment than there are spaces available, the determination of which students to accept shall be made as follows:
 - 1) Preference shall be given to nonresident students currently attending school in the District and their siblings.
 - 2) Random selection as follows
 - a) All applications shall be numbered as they are received.
 - b) The numbers shall be drawn and listed in the order they were drawn.
 - c) Applications shall be accepted based on their order on the list and the number of spaces available in the District schools or programs.

The District Administrator shall submit applications to the Board of Education for action at the Board's regular May meeting. No action shall be taken on any application until after the last Friday following the first Monday in April.

- d. The District Administrator shall notify the applicant, in writing, of whether the application has been accepted on or before the first Friday following the first Monday in May following receipt of the application. If the application is rejected, the notice shall include the reason(s) based upon established criteria for the rejection.
- e. A waiting list shall be established during the random selection process and parents/guardians shall be contacted by the first day of school regarding openings if a student who has been randomly selected decides not to attend school in the District under the open enrollment program.
- f. If the application has been accepted by the Board, and not rejected by the student's resident school board, the administrative team shall determine which school or program the nonresident student may attend in the following year. This determination shall be made in consultation with other appropriate staff and in accordance with established District policies and procedures (e.g., school admissions policy; special education program placement made in accordance with established policies and procedures). On or before the second Friday following the first Monday in May following receipt of the application, the building principal shall notify the applicant, in writing, of the specific school or program that the student may attend in the following school year. A copy of this notification shall be given to the District Administrator.
- g. The nonresident student's parent(s)/guardian(s) shall notify the Board of the student's intent to attend school in the District in the following school year. This shall be done on or before the first Friday following the first Monday in June following receipt of the notice of acceptance.
- h. Readmission application is required to go into Middle School if student enters Winskill Elementary. If students enter Middle School level, reapplication is required to enter High School.
- i. Annually by June 30, the District Administrator shall notify the resident district(s) of the names of the students from their district who will be attending school in the Lancaster Community School District for the following school year.
- j. Appeal of Rejection

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the department of public instruction (DPI) within 30 days of the decision.

2. Resident Full-Time Students Going Out Of The District

- a. Upon receipt of a copy of a resident student's application to attend a school or program in another school district, school office staff shall forward it to the District Administrator for review and recommendation.
- b. The District Administrator shall review all open enrollment applications received using the criteria outlined in Board-approved procedures. If more students apply for full-time enrollment in another school district than the allowable number, determination of which students to accept shall be made on a random basis using the procedure outlined in A-1-c above. Preference shall be given to resident students already attending school in the district to which they are applying and to the siblings of such students.
- c. The District Administrator shall submit recommendations regarding acceptance or rejection of applications to the Board for action at its regular May meeting.
- d. Appeal of Rejection

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days of the decision.

- e. If an application is rejected, the District Administrator shall notify the applicant and the nonresident school district to which the application was made, in writing, that the application has been rejected. This notification shall be made on or before the first Friday following the first Monday in June. This notice shall include the reason(s) for the rejection.
- f. Special Procedure for Resident Students Not Enrolled in the District - Students who reside in the District but have been enrolled in a private school or home-based private educational program and students who did not reside in the District at the time of applying for full-time open enrollment in another school district must follow the current state guidelines for full-time open enrollment.

B. PART-TIME HIGH SCHOOL OPEN ENROLLMENT APPLICATIONS

1. Nonresident Part-Time Students Coming into the District

- a. The parent(s)/guardian(s) of a nonresident public high school student who wishes to take a course(s) in the Lancaster Community School District shall submit the required application to the High School principal. The application

shall specify the course that the student wishes to attend and may specify the school(s) at which the student wishes to attend the course. The application shall be submitted no later than six weeks prior to the date the course is scheduled to commence. The District shall send a copy of the application to the student's resident board.

- b. Upon receipt, the application shall be numbered and stamped with the date of receipt, and shall be forwarded to the High School principal for review and action. All applications shall be reviewed and acted upon using the acceptance/rejection criteria outlined in related Board policies and procedures.
- c. If the District receives more nonresident student applications for part-time enrollment than there are spaces available, determination of which students to accept shall be made as follows:
 - 1) Preference shall be given to District residents.
 - 2) Random selection as follows:
 - a) All applications shall be numbered as they are received.
 - b) The numbers shall be drawn and listed in the order they were drawn.
 - c). Applications shall be accepted based on their order on the list and the number of spaces available in the District schools or programs.
- d. No later than one week prior to the date the course is scheduled to commence, the High School principal shall notify the applicant and the resident school board, in writing, of whether the application has been accepted and the school at which the student may attend the course. If the application is rejected, the notice shall include the reason for the rejection. If accepted, the acceptance applies only for the following semester, school year or other session in which the course is offered.
- e. The parent(s)/guardian(s) of a nonresident student accepted for enrollment shall notify the District of the student's intent to attend a course in the District prior to the date the course is scheduled to commence.
- f. Appeal of Rejection

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days of the decision.

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