

# KIMBERLY SCHOOL DISTRICT OPEN ENROLLMENT APPLICATION

Date \_\_\_\_\_

Requested School \_\_\_\_\_ Zoned School \_\_\_\_\_ Current School \_\_\_\_\_

<b>Student Name</b>		Grade	School year for request
Last	First		
Street Address		City Zip	Date of Birth
Parent/Legal Guardian Name		Home Phone	
Parent/Legal Guardian Email		Cell Phone	

Reason for Student Transfer \_\_\_\_\_

Is your student on an IEP? YES \_\_\_ NO \_\_\_

Is your student on a 504 Plan? YES \_\_\_ NO \_\_\_

Has your student had a history of attendance infractions within the past three years? Yes \_\_\_ No \_\_\_

Has the student had a history of disciplinary infractions within the past three years? Yes \_\_\_ No \_\_\_

Please explain attendance and/or disciplinary infractions \_\_\_\_\_

Will your student participate in IHSAA sanctioned activities? YES \_\_\_ NO \_\_\_

If yes, which sport/activities \_\_\_\_\_

Notices
<ul style="list-style-type: none"> <li>• If the student participates in any athletic program governed by IHSAA, he/she may not be eligible to participate at the new school. The parent or guardian should check <a href="#">IHSAA rules</a> before submitting an application.</li> <li>• The transfer request is not complete until the resident school has released the student, submitted the request to the requested school and it has been accepted. The student should remain enrolled in the resident school until there is an effective start date at the requested school.</li> <li>• The district will notify parents of acceptance and the effective start date or denial.</li> </ul>
Decision-Making Criteria and Revocation
<p><b>Space Availability</b> All applications will be considered on a stringent space-available basis. In the event there is not space available in the grade level, class or program requested, the student will be placed on a waiting list in the order of the date and time of the request.</p> <p><b>Attendance and Disciplinary Infractions</b> Open enrolled students are expected to follow all discipline and attendance policies and regulations applicable to all Kimberly School District students. Failure to meet these conditions may result in revocation of this Open Enrollment transfer and return to his/her resident school.</p>

<b>Transportation</b>
Transportation is the responsibility of the parent/guardian.
<b>Appeals</b>
Appeals of a principal's denial or revocation of open enrollment for students residing within the Kimberly School District boundary will be directed to: <u>Luke Schroeder, Superintendent</u> , except for denials based on space availability, in which case the principal's decision is final.
<b>Acknowledgements</b>
<ul style="list-style-type: none"> <li>• I certify that the information provided is accurate and complete.</li> <li>• I understand that approval of this request shall be dependent upon the acceptance and rejection standards stated in the district's policy, and revocation of this transfer may occur in accordance to the conditions listed in the district's policy.</li> <li>• I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.</li> <li>• I understand that I am responsible for providing transportation to and from school for my student.</li> <li>• I understand that requests are approved for one school year only, and it is my responsibility to complete an Open Enrollment Continuation Form each year until my student moves to the next school level.</li> <li>• I understand that the transfer can be revoked at any time if there are attendance or discipline issues or if there is no longer space within the grade level, class or program.</li> </ul>

I have read the school district procedure on Open Enrollment and hereby request that my son/daughter be permitted to attend the requested school.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature (6-12 only) \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
<b>Sending Principal Comments</b>	
<b>Sending Principal Signature</b>	<b>Date</b>
<b>Receiving Principal Comments</b>	
<b>Transfer Request</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/>	<b>Reason for denial</b>
<b>Denied</b>	
<b>Receiving Principal Signature</b>	<b>Date</b>
<b>Date of Parent Notification</b>	