

CAMBRIAN SCHOOL DISTRICT
Board Policy

Procedure 5116.1

April 5, 2018

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STUDENTS

Intra-District Transfers

Open Enrollment

I. Intra-District Attendance Requests

- A. Parents/guardians of any student who resides within district boundaries may request attendance at any District school.
- B. The Intra-District form must be completed and returned by March 1st in the school year prior to the year for which enrollment is sought.
- C. The parent assumes all responsibility for transportation and/or the safety of the student in traversing routes or crossings not in normal attendance patterns.

II. Open Enrollment Period

- A. The Open Enrollment period opens in January and will close by 5 PM on March 1st or nearest weekday, for next school year. Only during this period, students may apply to attend district schools outside their attendance area.

III. Open Enrollment Application

- A. Application forms will be available at either school site offices or the Cambrian District office. The applications must be submitted to the Cambrian School District office by March 1st at 5 PM or nearest weekday during the Open Enrollment period. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.

IV. Each applicant will be notified of his/her placement by phone, mail or email.

V. Approval of Requests

- A. Requests made for the next school year by March 1st are honored automatically if the resulting total number of students is less than 96% of the grade level/school's capacity.
- B. If requests received by March 1st are in excess of capacity for a particular school, pupils shall be selected through a random lottery system.
- C. Depending upon lottery number, enrollment requests may be accepted or placed on waiting list status.

- D. All students who are enrolled under this policy shall be subject to being returned to their home school pursuant to Item III below.
- E. Requests made after March 1st shall be on “waiting list” status and shall be numbered consecutively beginning with the number after the last lottery number assigned under subdivision VI-E or VII-E below.
- F. Special needs students must have the approval of the Director of Student Services.
- G. Parents will be notified of the action of their transfer request.

VI. Attendance for Grades Transitional Kindergarten-8th Grade:

A priority and lottery system will determine the order in which students will be admitted to those schools that have more applicants than space available. Waiting list students will be notified when a space becomes available until October 15th. Lists will be terminated after October 15th. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.

Priorities will determine the order in which students are assigned to schools.

- A. First Priority: Siblings of students who will be attending the following school year that reside within the attendance area and children of Cambrian School District employees who work for minimum of 20 hours per week at the school site that is being requested, and employees who work at multiple school sites or work at the District Office location may request their children to attend any one of the Cambrian School sites.
- B. Second Priority: New students who reside in the schools attendance area and students with resident status in the Cambrian School District.

(cf. 5111.1 District Residency)
- C. Third Priority: Siblings of students who reside out of the district boundaries and whose sibling is currently attending the requested school and will be returning the following school year.
- D. Fourth Priority: All new students whose residence is out of the district wanting to attend a Charter School or an Inter-District transfer.

VII. Steindorf, STEAM K-8th Magnet School

If space is not available at Steindorf STEAM K-8 Magnet School, the student will be placed on a waiting list and will be enrolled in a school within his/her attendance area. Waiting list students will be notified when a space becomes available until October 15th. Lists will be terminated after October 15th. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.

Zero Priority: Children of Cambrian School District employees who worked for minimum of 20 hours per week at Steindorf, and employees who worked at multiple school sites or worked at the District Office location and originally applied for Steindorf in the 2016-17 enrollment period may be grandfathered in for the 2018-19 school year.

- E. First Priority: Siblings of students who will be attending the following school year that reside within the district boundaries and children of Cambrian School District employees who work for minimum of 20 hours per week at Steindorf, and employees who work at multiple school sites or work at the District Office location may request their children to attend any one of the Cambrian School sites.

Grandfather Clause: Siblings of the 2016-17 out of district families will be grandfathered in as a first priority for the remainder of their time at Steindorf.

- F. Second Priority: All new students who reside in the Cambrian school boundaries and students with resident status in the Cambrian School District.

(cf. 5111.1 District Residency)

- G. Third Priority: Siblings of students who will be attending the following school year whose residence is out of the district boundaries.

- H. Fourth Priority: All new students whose residence is out of the district wanting to attend Steindorf STEAM K-8 Magnet School.

VIII. Lottery

- A. If the number of applications exceeds the available space in the school or in a grade level within a school, a lottery will determine which students are to be admitted from the total applicants within each separate priority. A waiting list will be made indicating the order in which students will be admitted as openings occur. The first lottery name drawn from a priority will be the first admitted, as openings occur until October 15th.
- B. The lottery will be a random selection conducted by the district on or before the last week in May.
- C. A public announcement of the date and time of the lottery will be posted on the Cambrian District website, at least one week prior to the lottery, so participants may attend if desired.
- D. A written result of the individual student's rank according to the lottery will be mailed to involved families prior to the end of the school year.
- E. To protect the privacy of all involved students, no document will be distributed listing the names of these students.
- F. If space is not available in the school through Open Enrolment, the student will be enrolled in a school within his/her attendance area.

IX. Multiple Child Provision

- A. If a family participating in Open Enrollment has twins, triplets... a number will be pulled for the family and assigned for the siblings. For instance, if there are twins and the number 10 is selected for the family in the lottery, they will be assigned 10 and 11, with then next number drawn being designated 12.

X. Waiting Lists

- A. All waiting lists established by a lottery will be terminated on October 15th of each school year.

XI. Return of Student to Home School

- A. A student accepted for intra-district enrollment may be returned to his/her home school after the first day of school, if enrollment of an attendance area student would result in a regular education class exceeding grade level capacity or other extenuating circumstances.
- B. Students shall be returned based upon their lottery number; for example, the enrolled pupil with the highest number or date of application will be returned first.
- C. Continued enrollment is assured for the balance of the school year *after* the first week of school (except in extenuating circumstances).
- D. Students placed through Open Enrollment relinquish their right to attend their attendance area school until the next Open Enrollment period. Requests for placement at the students' attendance area school must be made in writing and submitted to the district during the annual Open Enrollment period. Transfer request to an attendance area school made at times other than during the Open Enrollment period will be given the same consideration as all other transfer requests.

XII. "Closed" Enrollment

Enrollment at a grade level may be closed to Intra-District Transfers if the enrollment in any class is at the grade level capacity.