

APPLICATION INSTRUCTIONS

Application Type (Family or Individual)

Each application will indicate if the student listed is to be considered as an individual or as part of a family unit. This becomes important when the admitting district considers each application. A family application **must** be considered as a whole. If any one student on a family application is denied, all students in that family unit will be denied. If students from the same family are considered as individuals, then the admitting district could accept some students from a family and deny others in accordance with the capacity guidelines established by the admitting district.

NOTE: The family application covers only family members that will be attending school in the fall. It does not obligate the admitting district to accept children entering school in future years. Those children must apply for open enrollment at the time they are entering school.

Students with Disabilities

If a student has an Individualized Education Plan (IEP) because of a disability, and has been receiving special education services, the parent/guardian should check YES in the box that requests this information. If the parent/guardian is unsure of the type of disability, the information should be obtained from the special education unit that has been providing service to the student.

Filing Deadline

Open enrollment applications must be filed with the admitting school district before the end of the last working day prior to March 1st of the year proceeding the enrollment.

Waiver of Open Enrollment Application Deadline

If a family moves after the filing deadline, they may request the waiver of the deadlines and apply for open enrollment. The admitting district will act on the applications in the same manner as applications received prior to the filing deadline.

Miscellaneous Instructions

Applications **must** have been **received** (not postmarked) prior to the filing deadline in order to be considered. A photocopy of the application should be made by the parent/guardian for their records prior to submitting the application. Eligibility for participation in extracurricular activities will be governed by the North Dakota High School Activities Association.

OPEN ENROLLMENT GUIDELINES

School District Policy Development

School Districts should review policies regarding open enrollment. The school board of a district may decide to not accept students from other districts under the provisions of open enrollment by formally adopting a motion indicating this intent.

If a school board decides to accept students under the provisions of open enrollment, it must establish policies for the acceptance or rejection of applications on the basis of the capacity of a program, class, grade level, or school building. (The North Dakota School Boards Association will provide assistance regarding the establishment and revision of these policies.)

Open Enrollment Forms Availability

The Department of Public Instruction will make open enrollment application forms available to every school district and to each County Superintendent of Schools. These forms must be made available to all interested parties upon request. The forms are published on the Department of Public Instruction's website at www.dpi.state.nd.us.

Open Enrollment Registration Period

Completed applications will be returned to the Office of the Superintendent in the admitting district, or such other location as determined by the school board. Applications shall be recorded in chronological order on forms provided by the Department of Public Instruction. Applications received through the mail shall be recorded based upon the date and time that they are received and opened. (Postmarks will be disregarded.) A copy of the application indicating the date and time it was received shall be provided to the parent/guardian upon their request.

Each application should be reviewed carefully when the admitting district receives it. An incomplete application shall be recorded at the date and time it is received, however, the parent or guardian must finish the application prior to the filing deadline.

An application for open enrollment may be withdrawn prior to the filing deadline.

Admitting District Acts Upon Open Enrollment Applications (Prior to April 1st)

The admitting district will act on all applications for open enrollment. The order in which these applications shall be considered is determined by the date and time that the application was filed with the **admitting district**.

The parent/guardian and the resident district must be notified of the action taken on the application by the admitting district within 5 days of the date the action was taken.

Open Enrollment Finalization (April 1st)

All applications for open enrollment must have been acted upon. After this date, a student is obligated to attend school the following school year in the admitting district, unless the admitting district and the district of residence both agree in writing to allow the student to return to the resident district or the students' parent relocates to another district.