

## Open Enrollment Application for Glens Ferry School District #192

Date: \_\_\_\_\_  
 Requested School: \_\_\_\_\_ Zoned School: \_\_\_\_\_  
 Current School \_\_\_\_\_

Student Information		
<b>Student Name</b> Last <span style="float: right;">First</span>	School year for request:	
Grade	Date of Birth	
Street Address	City	Zip Code
Parent/Legal Guardian Name	Home Phone	
Parent/Legal Guardian Email	Cell Phone	

Reason for student transfer: \_\_\_\_\_  
 \_\_\_\_\_

Is your student on an IEP? YES \_\_\_ NO \_\_\_  
 Has your student had a history of attendance infractions within the past three years? YES \_\_\_ NO \_\_\_  
 Has your student had a history of disciplinary infractions within the past three years? YES \_\_\_ NO \_\_\_  
 Are the attendance/disciplinary infractions related to a disability? YES \_\_\_ NO \_\_\_

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

Will your student participate in IHSAA sanctioned activities? YES \_\_\_ NO \_\_\_  
 If yes, which sport/activities: \_\_\_\_\_

### Considerations:

- Priority will be given to open enrollment applications of students living within the district.
- 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 [IHSAA rules](#) before submitting an application.
- 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.
- The district will notify parents of acceptance and the effective start date or denial.
- Transportation of open-enrolled students is the responsibility of the parent/guardian.

**Decision-Making Criteria, Revocation, and Appeals:**

**Space Availability**

All applications will be considered on a space-available basis. The district will use their maximum enrollment to determine the space availability according to the state law and district policy.

When there is a transition from one school to another, such as elementary school to middle/junior high school, a new application is required due to different capacity limits.

**Attendance and Disciplinary Infractions**

Open enrolled students are expected to follow all discipline and attendance policies and regulations applicable to all Glens Ferry School District students. Failure to meet these conditions may result in revocation of this Open Enrollment transfer and return to his/her resident school.

**Appeals**

Appeals of an administrator’s denial or revocation of open enrollment for students wanting to attend Glens Ferry School District will be directed to the district’s Board of Trustees for administrative review. The appeals process will follow the district’s policy and process for appeals and must be aligned to Idaho Code 33-1410.

**Acknowledgements:**

- I certify the information provided is accurate and complete.
- I understand the 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. This includes over-enrollment within the first two years of the transfer.
- I understand 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.
- I understand I am responsible for providing transportation to and from school for my student.
- I understand the transfer can be revoked at any time if there are attendance or discipline issues.
- I understand I must complete the Intent for Re-enrollment each year in order to continue to attend the school.
- I have requested the transfer of my student’s records from \_\_\_\_\_ district to \_\_\_\_\_ district.

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

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

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

**For District/School Use Only**

Date application received by the district:

Receiving Administrator's Comments:

Receiving Administrator's Signature and Date:

Transfer request: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason for denial: \_\_\_\_\_

Date of Parent Notification: