

OPEN ENROLLMENT GUIDELINES
Effective January 19, 2012 thru June 30, 2013

The North Polk school district will participate in open enrollment as a receiving district as long as sufficient classroom space is available. As a receiving district, the board will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The board shall have complete discretion to determine the attendance center of the students attending the school district under open enrollment. (Refer to board policy 501.15)

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

K-10th grade students who move/transfer from the North Polk CSD may not open enroll back to the district unless sufficient classroom space exists. 11th and 12th graders may continue their enrollment under the Junior/Senior rule.

For the 2012-13 academic year, the following guidelines will be followed (**maximum class size**):

Kindergarten	40 students @ Central	60 students @ West
1 st Grade	40 students @ Central	60 students @ West
2 nd Grade	40 students @ Central	60 students @ West
3 rd Grade	40 students @ Central	60 students @ West
4 th Grade	40 students @ Central	60 students @ West
5 th Grade	40 students @ Central	40 students @ West
6 th Grade	80 students	
7 th Grade	90 students	
8 th Grade	90 students	
9 th Grade	90 students	
10 th Grade	90 students	
11 th Grade	90 students	
12 th Grade	90 students	

Priority for Filling Open Slots:

1. Contracted regular employees of the North Polk CSD (automatically approved).
2. Members of the nuclear family already enrolled. (There is no guarantee that siblings will be approved for open enrollment.)
3. Remaining Open Slots: Applications will be processed in the order in which they are received AFTER the openings have been announced. Announcement of said openings will be posted on the district website on February 1, 2012. Applications received before openings have been announced will automatically be denied and returned to applicant.
4. Special Education-- An open enrollment request into the school district from parents of a special education student shall be reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed.