

**ADMISSION OF NONRESIDENT STUDENTS-
OPEN ENROLLMENT PROCEDURE**

Process for accepting/denying applicants:

1. Written request from the student may be received anytime;
2. The application of the student must be approved or disapproved by the school board in which the student desires to enroll;
3. The applicant must be notified within five days of the board decision;
4. The school board must adopt standards for acceptance or rejection of an applicant;
5. A committee comprised of the superintendent or designee, principal, and guidance counselor will review each student applicant's request using the criteria established by the school district and make recommendations to the school board;
6. In case of special education and/or related services, the request must be channeled through the IEP process involving affected school districts; the resident school district is responsible to see that the student receives an appropriate education;
7. The parent or guardian is responsible for the transportation of the student;
8. All credits shall be accepted for courses completed in another accredited school district.

Criteria/standards for acceptance of student from another school district are:

1. Capacity of a program;
2. Capacity of a particular class;
3. Capacity of the school building;
4. Capacity of the site;
5. Staffing will be considered.

Criteria/standards for denying student applicants from another school district are:

1. Request was not filed on time;
2. Insufficient classroom/supportive space;
3. Student on suspension or has been expelled;
4. Students convicted of possession, use, or distribution of controlled substance or marijuana;
5. Student convicted of a weapons charge.