

PROCEDURE - 558 ENROLLMENT OPTIONS PROGRAM

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I. General Procedure: Non Magnet Schools

This procedure applies to any student who wishes to enroll at a school other than the school to which their residence is assigned. This includes students eligible under the Enrollment Options Program (M.S. 124D.03), School Boards Approval to Enroll in Nonresident District (M.S. 124D.08), and Graduation Incentives Program (M.S. 124D.68).

A. Definitions

1. Non-Resident

In order for the student to receive a free education, the primary purpose of a student's residence in a district must be for personal care, support, supervision, and nurturing, such as is usually provided in a home and not for the purpose of obtaining free education. The primary source of a student's nurturing, personal care, supervision, emotional, and financial support is the prime determinant of residency for schooling purposes. If the student receives primary care and support at an address outside of the district, even though lodging within the District, the student is considered a nonresident (Op: Atty. Gen. 180g, Dec. 27, 1928).

2. Resident

Resident students in Independent School District 279 will refer to students who are:

- a. Receiving their primary care and support as defined above in a residence within the legal boundaries of the District, and from age five through completion of high school, but not beyond the twenty-first birthday, if not disabled; or
- b. From birth through completion of high school, or until July 1 after the twenty-first birthday, if disabled.

B. Application Process

1. Application Form

The application form is available at all school sites or on the District website. The parent/guardian will submit the application form to the Division of Leadership, Teaching, and Learning (DLTL) at the Educational Service Center (ESC). By submitting an application, the parent/guardian is providing notice that, upon authorization, the student intends to enroll in the requested school for the applicable school year.

Upon notification to the parent/guardian of the authorization of the application, the student is obligated to attend the new school for the applicable school year, unless a new application to return to the resident district or school or a different non-resident district or school has been authorized under this policy and these procedures.

2. Applicable School Year

Applications must be for the current school year or the subsequent school year. No applications beyond the subsequent school year will be processed.

C. Authorization Process

1. The Assistant Superintendent(s), DLTL, or their designee(s) will authorize enrollment options applications.

2. Applications will be processed as received.

3. Standards for authorization

a. For enrollment to begin at the start of the subsequent school year:

i. From January 2 of the prior school year until the beginning of the school year, applications will be authorized if the projected enrollment is less than the physical capacity of the building.

ii. In addition, for K-6 buildings, applications will be authorized if the grade level average class size is less than the limits established by the District.

b. For enrollment to begin during the current school year:

i. From the first day of school until September 30, applications will be authorized if the projected enrollment is less than the physical capacity of the building.

ii. From October 1 until the last day of school, applications will be authorized if the actual enrollment is less than the number used to determine the staffing allocation for the building/grade level.

iii. In addition, for K-6 buildings, applications will be authorized if the grade level average class size is less than the limits established by the District.

iv. Transfers will be authorized for attendance to begin at the start of a new trimester whenever possible.

c. The District may not authorize an application from a student who has been expelled for possessing a dangerous weapon, possessing, using, selling, or soliciting the sale of an illegal drug or controlled substance, or committing a third-degree assault. (M.S. 124D.03 Subd. 1(b))

d. An application may be authorized at the discretion of the Assistant Superintendent.

D. Notification/Communication

1. Parent/Guardian Notification

a. The parent/guardian will be notified in writing of the authorization of the application.

b. Reasons will be stated for applications that are not authorized.

c. Upon notification to the parent/guardian of the authorization of the application, the student is obligated to attend the new school for the applicable school year, unless a new application to return to the resident district or school or a different non-resident district or school has been authorized under this policy and these procedures.

2. Resident District Notification

- a. The resident district or school will be notified in writing of the authorization of the application.

3. Minnesota Department of Education Notification

- a. Copies of applications for enrollment of non-resident students which have not been authorized will be sent to the Department of Education.

E. Enrollment

1. Parent/Guardian Responsibility

- a. Upon receipt of the authorization notice, the parent/guardian is responsible to contact the school to initiate the enrollment and registration process.

F. Continuation

1. Once enrolled, no further application is necessary if:

- a. a resident student wishes to attend the authorized school for subsequent years.
- b. a non-resident student wishes to continue to attend in District 279 for subsequent years.

2. School assignment in subsequent years is determined by:

a. Year-to-year

- i. The student will remain in the authorized building through the grades served at that building.

b. Promotion to next level (6th to 7th and 9th to 10th)

- i. In buildings where promotion to the next level is into a single school, transfer students will be promoted to the next level building with their class.
- ii. In buildings where promotion to the next level is split between two or more schools, transfer students will be promoted to the next level school which corresponds to the census area where the point of entry into the current school attendance area is located. The District will determine the most direct route from the student's home into the attendance area.

c. Boundary Changes

In the event of an adjustment to the school attendance boundaries under School Board Policy 725:

- i. Resident students residing within the affected census areas will attend the school assigned to their census areas.

- ii. Transfer students will attend the school which corresponds to the census area where the point of entry into the current school attendance boundary is located. The District will determine the most direct route from the student's home into the attendance area.
- iii. No new transfer applications will be authorized into the affected schools for the first year the adjustment goes into effect.

G. Termination of Enrollment

1. The District will terminate the enrollment of a non-resident student at the end of a school year if the student meets the definition of a habitual truant under M.S. 260.007, subdivision 19, the student has been provided appropriate services under M.S. chapter 260A, and the student has been referred to juvenile court.
2. The District will terminate the enrollment of a non-resident student over the age of 16 if the student is absent without lawful excuse for one or more periods on 15 school days and has not otherwise withdrawn from school.
3. The District may terminate the enrollment of a non-resident student if the information provided on the application form is found to be false.

H. Transportation

1. The parent/guardian is responsible to provide transportation from their home to the school or to an existing bus stop that serves the authorized school. The District will transport the student from the existing bus stop to the authorized school.
2. Reimbursement for transportation costs to a non-resident district is available to families at or below the federal poverty level. The parent/guardian must contact the non-resident district for instructions to claim this reimbursement.

II. General Procedure: Magnet Schools

This procedure applies to any student who wishes to enroll at a District magnet school. This procedure becomes effective each year after the application lottery process conducted by Northwest Suburban Integration School District (NWSISD #6078) is completed.

A. Definitions

1. Non-Resident

In order for the student to receive a free education, the primary purpose of a student's residence in a district must be for personal care, support, supervision, and nurturing, such as is usually provided in a home and not for the purpose of obtaining free education. The primary source of a student's nurturing, personal care, supervision, emotional, and financial support is the prime determinant of residency for schooling purposes. If the student receives primary care and support at an address outside of the district, even though lodging within the district, the student is considered a nonresident (Op: Atty. Gen. 180g, Dec. 27, 1928).

2. Resident

Resident students in Independent School District 279 will refer to students who are:

- a. Receiving their primary care and support as defined above in a residence within the legal boundaries of the District, and from age five through completion of high school, but not beyond the twenty-first birthday, if not disabled; or
- b. From birth through completion of high school, or until July 1 after the twenty-first birthday, if disabled.

B. Application Process

1. Application Form

The application form is available at all school sites, on the District website, or from NWSISD #6078.

The parent/guardian will submit the application form to the Division of Leadership, Teaching, and Learning (DLTL) at the Educational Service Center (ESC).

Upon notification to the parent/guardian of the authorization of the application, the student is obligated to attend the new school for the applicable school year, unless a new application to return to the resident district or school or a different non-resident district or school has been authorized under this policy and these procedures.

C. Authorization Process

1. The Assistant Superintendent(s), DLTL, or their designee(s) will authorize magnet school applications.
2. Applications will be processed as received.
3. Standards for authorization
 - a. For enrollment to begin at the start of the subsequent school year:
 - i. From January 2 of the prior school year until the beginning of the school year, applications will be authorized if the projected enrollment is less than the physical capacity of the building.
 - ii. In addition, for K-6 buildings, applications will be authorized if the grade level average class size is less than the limits established by the District.
 - b. For enrollment to begin during the current school year:
 - i. From the first day of school until September 30, applications will be authorized if the projected enrollment is less than the physical capacity of the building.
 - ii. From October 1 until the last day of school, applications will be authorized if the actual enrollment is less than

the number used to determine the staffing allocation for the building/grade level.

- iii. In addition, for K-6 buildings, applications will be authorized if the grade level average class size is less than the limits established by the District.
 - iv. Transfers will be authorized for attendance to begin at the start of a new trimester whenever possible.
- c. The District may not authorize an application from a student who has been expelled for possessing a dangerous weapon, possessing, using, selling, or soliciting the sale of an illegal drug or controlled substance, or committing a third-degree assault. (M.S. 124D.03 Subd. 1(b))
 - d. An application may be authorized at the discretion of the Assistant Superintendent.

D. Notification/Communication

1. Parent/Guardian Notification

- a. The parent/guardian will be notified in writing of the authorization of the application.
- b. Reasons will be stated for applications that are not authorized.
- c. Upon notification to the parent/guardian of the authorization of the application, the student is obligated to attend the new school for the applicable school year, unless a new application to return to the resident district or school or a different non-resident district or school has been authorized under this policy and these procedures.

2. Resident District Notification

- a. The resident district or school will be notified in writing of the authorization of the application.

3. Minnesota Department of Education Notification

- a. Copies of applications for enrollment of non-resident students which have not been authorized will be sent to the Department of Education.

E. Enrollment

1. Parent/Guardian Responsibility

- a. Upon receipt of the authorization notice, the parent/guardian is responsible to contact the school to initiate the enrollment and registration process.

F. Continuation

1. Once enrolled, no further application is necessary if a student wishes to continue to attend the authorized school through the grades served at that building.
2. A new application must be submitted to continue in the theme strand at the next level school.

G. Termination of Enrollment

1. The District will terminate the enrollment of a non-resident student at the end of a school year if the student meets the definition of a habitual truant under M.S. 260.007, subd. 19, the student has been provided appropriate services under chapter 260A, and the student has been referred to juvenile court.
2. The District will terminate the enrollment of a non-resident student over the age of 16 if the student is absent without lawful excuse for one or more periods on 15 school days and has not otherwise withdrawn from school.
3. The District may terminate the enrollment of a non-resident student if the information provided on the application form is found to be false.

H. Transportation

1. Transportation will be provided within the District to any student whose application to attend a magnet school has been authorized and who lives more than one mile (1/2 mile for Kindergarten) from the school.

III. Other Minnesota Enrollment Options

In addition to the enrollment options contained herein, other Minnesota Department of Education enrollment options programs include:

1. Post-Secondary Enrollment Options Program
2. Area Learning Centers
3. Educational Programs for Pregnant Minors and Minor Parents

Appendices:

- A. Application Form
- B. Transportation Reimbursement Form

Procedure 558 Revised: 12/20/05

Procedure 558 Adopted: 9/2/03

Legal References:

M.S. 124D.03 Enrollment Options Program

M.S. 124D.08 School Boards Approval to Enroll in Nonresident District

M.S. 124D.68 High School Graduation Incentives Program

M.S. 260A Truancy Programs

M.S. 260C.007 Subdivision. 19 Habitual Truant

O P: Atty Gen 180g, Dec. 27, 1928 Definition of Residence for School Attendance

Cross References:

725 Establishing School Attendance Boundaries

School Board

INDEPENDENT SCHOOL DISTRICT 279

Maple Grove, Minnesota



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