

## PROCEDURE FOR OUT OF DISTRICT STUDENTS SEEKING ENROLLMENT IN MAPLETON

The current Out of District Student process was developed in 1997. Below is a summary of the process for regular education and special education students. Your building principal should know this process and be handling the students who are applying for admission. Principals are to maintain a file of all enrollment requests received from non-residents. Copies of the green Application for Attendance (JFBB-E1) and the Regulation JFBB-R will be available in every school. Please call Student Services and ask for the Executive Director of Student Services if you have questions about this process.

- 1) The Out of District Student (and parent) contact the school they would like to attend. The building has them complete the Application for Attendance (JFBB-E1). Note that the application form does not ask if the student receives special education services, so as not to discriminate.
- 2) There are two capacity figures, one for regular education and one for special education. Based on capacity figures the school tells the parent if they have capacity or not.
- 3) If regular education enrollment is at capacity, the applicant should be placed in a lottery pool. As space becomes available for additional students, names should be drawn from the lottery pool to fill openings. If the school is not at capacity in regular education or the student is drawn from the lottery pool, the Principal should inquire of the parents if the student has an IEP. If no IEP is in effect, students can be accepted for enrollment if regular education capacity exists. If an IEP is in effect, the Principal should request a copy of the IEP and then consult with the Executive Director of Student Services to determine if the student's needs can be met within current special education program capacity. Then the application can be accepted or denied for enrollment. The parent should be told that until the Principal and the Special Education Director can review the IEP considering capacity, no decision can be made about acceptance of enrollment. Do not tell the parent to call Student Services.
- 4) The principal notifies the parent and student of approval or rejection of an admission request both for regular education and for special education.

- 5) If the special education student is accepted, the parent and student are asked to fill out the intake paperwork at the ISC to assure appropriate implementation of the IEP and assure that all of their special education records are sent for and received.

Please Note: If the student is not accepted, all paperwork and notification is handled by the principal and school building personnel all lottery pools are eliminated after October 1, of the school year.

In the event that any information is falsified or withheld from the district during the admission process, approval from admission will be withdrawn immediately. Any student who fails to meet or attendance standards may have his or her permission to attend revoked at the end of the current semester.

Once a school has reached capacity for a school year, out-of-district applicant will be placed in a lottery pool from which random names will be drawn, as capacity is determined available. The lottery pool will be by school; grade level; and special. Via the lottery system described in this regulation, students from lottery pool will be periodically selected for admission prior to Oct. 2.

Refer to Board Policy JFBB-R for more specifics on grounds for denial, transportation, athletics, etc.