

Washington County School District Late Open Enrollment Procedures

1. A school previously designated as *closed* to open enrollment remains closed.
 2. *Late Open Enrollment* applications are accepted from the 3rd Friday in February until the close of business the Friday before school begins.
 3. Parents must submit an application. The school collects the one-time, non-refundable \$5 processing fee. (*School: Use Open Enrollment application and mark as "Late Open Enrollment". Be sure to note the date the application was received.*)
 4. The student should pre-registration at their boundary school in case the late open enrollment request is denied.
 5. The availability of late open enrollment slots is determined by the enrollment count in *indicator classes.
 - In elementary it is the enrollment in the grade level class being requested.
 - For secondary, it is the enrollment in the language arts class for the grade requested.
- *The teacher/pupil staffing ratio for the indicator classes is established by the district.
- A school may establish a lower average capacity if the school is using funds to lower class-size.
6. The Friday before school starts: If late open enrollment slots are available, preference is given to siblings of students presently enrolled, to students that applied for *Early Open Enrollment*, and those who have previously attended a feeder school as an open enrollment student. Remaining slots are filled according to the earliest application date to the latest.
 7. The Principal notifies all applicants as soon as possible (yea and nay).
 8. The parent (guardian) must return a *Letter of Acceptance*. The commitment is for a minimum of one school year. (*School: Use same Letter of Acceptance as with early open enrollment*).
 9. A student attending school under open enrollment provisions shall be permitted to remain in that feeder system (cone-site).
 10. Forms are kept in student's cumulative file.

November 2018