

SCHOOL DISTRICT ENROLLMENT OPTIONS PROGRAM REQUIRED FORM FOR ALL MINNESOTA DISTRICTS

PARENTS: Mail this form to the superintendent's office of the nonresident district where you wish your student to attend. Do not mail to the Minnesota Department of Education. See *General Information and Instructions: School District Enrollment Options Program* on important January 15th deadline information that may apply.

SECTION 1: TO BE COMPLETED BY THE STUDENT'S PARENT OR GUARDIAN

Parent/Guardian Name (Last)	(First)	(M.I.)	Telephone Number		
			Home: () -		
			Work: ()		
Parent/Guardian Address		City/State/Zip Code			
Resident District		City			
District of Choice (Non-Resident School District)					
Student Last Name	Full First Name	Full Middle Name	Seeking enrollment in what grade?	Starting when?	Grade as of today?
• Is this student currently expelled under Minn. Stat. § 121A.45 for a reason listed in Minn. Stat. § 124D.03, Subd. 1? <input type="checkbox"/> NO <input type="checkbox"/> YES.					
Are you a Minneapolis resident interested in 'The Choice is Yours' Program? <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> DON'T KNOW					
Age of Student • Student will be at least age 5 and under age 21 by September 1 of enrollment year. <input type="checkbox"/> YES <input type="checkbox"/> NO When a spot is offered, districts will then request birthdate, records and other required registration information. If you answered NO to the statement, the student is not eligible for open enrollment unless the student fully meets the requirements for an exception to the age requirements listed in the instructions. <input type="checkbox"/> Yes, this student qualifies under the terms of the exceptions described on the back of this form.			Preferences for schools student wishes to attend in nonresident district: 1. _____ 2. _____ 3. _____ Reason for request: (This does not affect your acceptance.)		

SECTION 2: PARENT/GUARDIAN VERIFICATION OF INFORMATION

I hereby verify that the above information is true and correct to the best of my knowledge and belief.

Signature – Parent/Guardian

Date

Non-Resident District: Complete Section 3. Notify parents/guardians by **February 15** (or 30 days after receiving applications that come later) of approval or disapproval of application. Families must accept or decline the offer by **March 1** or 15 days later. After receipt of commitment to attend, the non-resident district must notify the resident district by **March 15** (or 60 days after initial receipt if form filed after January 15) of the student's intent to enroll. Report all rejected applications to the Minnesota Department of Education by **July 15**.

SECTION 3: TO BE COMPLETED BY THE NONRESIDENT DISTRICT

Date Application is Received	District Name	District Number
Contact Person	Title	Telephone Number () -
<input type="checkbox"/> APPROVED On the basis of information provided in the above application, and with respect to district policies and procedures, the above student will be assigned for enrollment in: _____ on _____ at _____ grade. <i>School Building Name Starting Date Grade Level</i>		
<input type="checkbox"/> DISAPPROVED Nonresident District has denied your request for open enrollment because of the following reason(s) allowed in Minn. Stat. § 124D.03. Check all that apply.		
1. <input type="checkbox"/> The January 15 deadline applies and was not met; situations that would have waived the deadline are not present. See "General Information and Instructions: School District Enrollment Options" or Minn. Stat. § 124D.03, Subd. 3. 2. <input type="checkbox"/> Statute enrollment has been reached; Minn. Stat. § 124D.03, Subd. 2. 3. <input type="checkbox"/> Grade is closed district-wide by board action; Minn. Stat. § 124D.03, Subd. 2. and Subd. 6. 4. <input type="checkbox"/> District has denied the application because of expulsion reasons; Minn. Stat. § 124D.03, Subd. 1.		
NONRESIDENT DISTRICT SIGNATURE: _____ <div style="display: flex; justify-content: space-around;"> <i>Superintendent / Responsible Authority</i> <i>Date</i> </div>		

GENERAL INFORMATION AND INSTRUCTIONS: Kindergarten through twelfth grade students and pre-kindergarten children with disabilities may apply to attend a public school outside of their resident district (Minn. Stat. § 124D.03). Use one application per student.

Parent/Guardian: Before making a selection it would be beneficial to request school and program information from districts, visit schools, and ask questions of administrators, teachers, parents and students. The Minnesota Department of Education's (MDE) Website: <http://education.state.mn.us> has information about school districts, schools and programs. Once you decide to apply, you must inform your child's current school that you are applying to a nonresident district for enrollment. Complete Section 1 and sign Section 2 of the *School District Enrollment Options Program* form and send the completed application to the non-resident district's superintendent's office. Please do not send the form to MDE. If you have questions or need assistance, call the MDE School Choice Division at (651)582-8200.

Age requirements:

Open enrollment is only available to students who will be age 5 by September 1 and under age 21, without a high school diploma, unless:

- (1) The student is under age 5 and has been identified through a formal assessment process in the resident district as needing an individual education plan for early childhood special education. In these situations, the family should list "EC" as their requested grade level **OR**
- (2) The student has met all requirements of the nonresident district for consideration for early entrance to kindergarten such as a September or October birth date, assessment testing and a trial period of enrollment **and** the nonresident district has agreed to consider an open enrollment for the child for early entrance to kindergarten. Do not submit this form in this situation without first working with the nonresident district to determine eligibility.

Deadlines and exceptions to deadlines:

Applications must be sent to the nonresident district by January 15 in order to enroll beginning the following school year unless:

- one or both districts receives Statewide Integration Revenue, in which case there is no deadline and enrollment may begin at any time. (Minn. Stat. § 124D.03, Subd. 4) **OR,**
- the student moved into the resident district on or later than December 1. (Minn. Stat. § 124D.03, Subd. 7). **OR,**
- Other unusual situations apply under Minnesota Statutes § 124D.03, Subd. 7.

Acceptance of Open Enrollment cannot be based on previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings or the student's district of residence. (Minn. Stat. § 124D.03, Subd. 6.)

Families may indicate preferences for school sites or programs within the district; if unavailable, districts will offer families options at other sites unless the grade level or open enrollment has been closed by board action. However, families may apply in more than one district.

Families need not disclose special needs of students on the *School District Enrollment Options Programs* form; this information is provided after an enrollment spot is offered.

Minneapolis Families: The Choice is Yours program provides families who live in the city and meet income guidelines the chance to attend suburban schools with free transportation. See <http://foodservice.mpls.k12.mn.us/Free and Reduced Price Meal Eligibility.html> for income guidelines and <http://www.wnep.k12.mn.us/aboutciy.html> for more about The Choice is Yours.

Currently expelled students: Nonresident districts may, but are not required to, reject applications from students currently expelled as defined in Minnesota Statutes § 121A.45 and Minnesota Statutes § 124D.03 Subd 1.

Notice as to acceptance of application: You can expect to receive an approval/disapproval from the nonresident district by **February 15 or 30** days after applying for the current or upcoming school year. (Do not apply for school enrollment further in advance than school year that starts one year after the last January 15). After receiving approval of your application you must notify the non-resident district of your commitment to attend by **March 1 or 15 days** after applying. School districts who have more applications than they can accommodate hold lotteries to determine which students will receive spots.

If the nonresident district notifies you that your application has been accepted:

- Notify the nonresident district as to whether you are accepting the offer of enrollment by March 1 or 15 days after notification.
- The nonresident district must notify the resident district that your student is changing enrollment by March 15 (or 15 days after notice from you that you are accepting the enrollment if January 15 application deadline was not applicable).
- Visit the district offices at least 10 days prior to the above starting date for completion of all enrollment forms.
- Parents or guardians of students with special needs are encouraged to contact the district as soon as possible after accepting an offer of enrollment in a nonresident district so an I.E.P. team can be convened.
- The school district will provide you information regarding transportation. (Minn. Stat. § 123B.88, subdivision 6, Minn. Stat. § 124D.03, Subd. 8.) Minneapolis families who meet income guidelines and attend suburban districts through The Choice is Yours may qualify for free transportation.
- By accepting this enrollment, your student is obligated to attend the nonresident district during the upcoming school year.
- You do not need to reapply in subsequent years for your student to remain enrolled unless you move out of your current district. Note: that you **do need** to apply again for siblings.

If your application was denied, districts:

- Must indicate the provision in state law that applied.
- Must report to the Minnesota Department of Education by July 15 all denied applications.
- May inform you that the **only** reason the application was rejected was a missed January 15 deadline. In this case, you could ask your resident district whether it would be willing to form an agreement with the nonresident district for the upcoming year--both districts must agree. However, you will need to apply again next year through the regular open enrollment process, meeting the January 15 deadline, so your student's enrollment is not subject to year-to-year mutual agreements between districts. (Minn. Stat. § 124D.03, Subd. 6.)



CONSENT TO RELEASE PRIVATE DATA

Child's Last Name _____ Child's First Name _____ Birthdate _____ Grade _____

Child's Home Street Address _____ Apt _____ City _____ State _____ Zip Code _____

I authorize the sites below to request the follow information from my child's school(s):

- Chemical Abuse/Dependency
- Official School Records (name, address, birth date, sex, attendance record, grade level, grades, class rank)
- School Psychological Records
- BST and MCA results any additional standardized testing
- Special Education Records
IEP, IFSP, IIP
Last evaluation
Signed Notice of Proposed Services
- Staff Notification of Violent Behavior by Student
- Teachers, Counselor, Social Work
- School Health Records

In accord with the Family Educational Rights and Privacy Act amended 6/17/76, written consent of the parent/guardian or adult student is no longer required when records are being requested by authorized school personnel.

Name of prior school(s) you last attended: _____
School Name District Name or Number

Address _____ City _____ State _____ School Phone _____ School Fax Phone _____

Student records may be examined by parent(s), or student if age 18 or older. The information to be released:

- Health Record
- Chemical Abuse/Dependency
- Psychological Records

I understand that this authorization takes effect the day I sign it. I also understand that I may change this authorization at any time.

Parent/Guardian Signature _____ Date _____

<input type="checkbox"/> Northpoint Elementary 2350 124 th COURT BLAINE, MN 55449 (763) 754-9700 Fax: (763) 754-9701	<input type="checkbox"/> Park Terrace Elementary 8301 Terrace Road Spring Lake Park, MN 55432 (763) 784-8983 Fax: (763) 783-5820	<input type="checkbox"/> Woodcrest Elementary 880 Osborne Road Fridley, MN 55432 (763) 784-9293 Fax: (763) 783-5217	<input type="checkbox"/> Westwood Intermediate 701 91 st Avenue NE Blaine, MN 55434 (763) 784-8551 Fax: (763) 783-5395
<input type="checkbox"/> Westwood Middle School 711 91 st Ave NE Blaine, MN 55434 (763) 784-8625 Fax: (763) 786-7815	<input type="checkbox"/> Spring Lake Park High School <input type="checkbox"/> Distance Learning Program 1100 81 st Avenue NE Spring Lake Park, MN 55432 (763) 785-5547 Fax: (763) 785-5584	<input type="checkbox"/> Adult Basic Education <input type="checkbox"/> Learning Alternatives Community School <input type="checkbox"/> Light House Program 7925 Able St. NE Spring Lake Park, MN 55432 (763)785-5531 Fax: (763) 795-5105	
<input type="checkbox"/> Early Childhood 880 Osborne Road Fridley, MN 55432 (763) 785-5560 Fax: (763) 783-5226			



District Use	
Received Date:	_____
Student Person ID#	_____
Start Date:	_____
Start Status:	_____ Site _____

STUDENT REGISTRATION FORM

Last Name (legal)	First Name (legal)	Middle Name (legal)	Birthdate	Gender	Grade
Address		Apt #	City	State	Zip Code
Home Phone Number			Social Sec.(optional)	Date	

Race – This information is for state and civil rights compliance and reporting purposes. This will help us better meet the learning needs of our students, and it will be done so in a way that respects the confidentiality of our students and families.

Hispanic/ Latino
 American Indian/Alaskan Native
 Asian or Pacific Islander
 Black/African American
 Native Hawaiian/Pacific Islander
 White

Student above is receiving

Special Education(active IEP)
 504
 Early Childhood
 ESL-English as 2nd Language

Please specify primary language: _____

Student above is a ward of the county or state?
 Student above is homeless?
 Student above is a teen parent?
 Student above has participated in gifted and talented programs in the past.
 Have you moved to our district within the 36 months for temporary or seasonal agricultural or fishing work?

Name all the schools your child has attended (city & state): _____

Parent(s)/Guardian(s):

Guardian #1 Last Name	First Name	Middle Name	Birthdate	Gender	Grade	Relationship to child
Email:	Work#:		Cell#:			
Guardian #2 Last Name	First Name	Middle Name	Birthdate	Gender	Grade	Relationship to child
Email:	Work#:		Cell#:			
List others living in the household (including 0-5 year old) Last Name	First Name	Middle Name	Birthdate	Gender	Grade	Relationship
Last Name	First Name	Middle Name	Birthdate	Gender	Grade	Relationship
Last Name	First Name	Middle Name	Birthdate	Gender	Grade	Relationship

Child lives in home with

Father Mother Foster Parents Stepfather Stepmother Grandparent Other: _____

Second mailing guardian information (joint or non-custodial guardian living outside of the household)

Name	Relationship	Address
Email:	Home#:	Work#: Cell#:

Emergency contacts residing outside of the home

Name	Relationship
Home#:	Work#: Cell#:
Name	Relationship
Home#:	Work#: Cell#:

Parent/Legal Guardian Signature

Date

Note: If child does not live with both parents, please notify the school office and provide legal documentation if there is a custody issue

(Rev. 11/30/09)