



Lakewood City School District

Intra-District Open Enrollment Guidelines

Parents wishing to have their child transferred to a different school from their home school (home school is defined by attendance area as determined by the district) shall request so in writing by completing the front of the Open Enrollment form located at this link: <https://goo.gl/MNJVGc>

The school district administration has established the following criteria and procedures pertaining to intra-district open enrollment:

- The District will not approve transfers if it will cause increased expenditures for staff, supplies or equipment.
- The number of spaces available in each grade level and building will be determined by adopted class size limits and school enrollment disparity balances.
- Parents must assume responsibility for the transportation of open enrollment students.
- Students who exhibit poor attendance or tardiness may lose their open enrollment status and be required to transfer back to their home school.
- The District shall not discriminate against any disabled, non home-school students. If a non home-school student becomes disabled, appropriate services are to be provided, but not necessarily in the school of attendance. If reasonable accommodation cannot be made in the school of attendance, the student will attend the school at which the needed services are currently available or reasonable accommodation can be provided.
- Applications may be rejected if the student has been suspended for ten (10) consecutive days or expelled during the semester of application or the preceding semester.
- If minority balance of either the sending or receiving school would be negatively impacted, the Superintendent shall have individual discretion in this matter.
- Students moving into the District after the open enrollment period are eligible to apply for open enrollment for a period of one week after the registration date at which time the decision is determined by enrollment and student balance.
- Middle school enrollment is based upon the home address attendance area, NOT the elementary school attended. Middle school students must apply for open enrollment if the middle school desired is different than the home attendance area assigned school.
- Approved open enrollment transfers are applicable through the duration at the open enrolled school. If it becomes necessary for a parent to request a change in this placement, the open enrollment process starts over again.