

USD 320 Out of District Enrollment Policy Notice

Out of District Enrollment Procedures

Out of district students may enroll in USD 320 at the same time that other students enroll for the coming school year at Physical Enrollment. A copy of the procedure page shall be given to the parent as a part of the enrollment process.

- Step 1:** Parents complete the application for admittance to the school district. They take part in the enrollment process, but are not officially added to the school roster until formal approval is established. Any parent who refused to sign the release of information clause will not be allowed to send their child to USD 320.
- Step 2:** The building principal shall contact the home school and/or the school of last attendance of the student in order to check student records. This shall be completed within 3 days of the application being completed and submitted by the parent.
- Step 3:** Based on the information gathered by the principal and all considerations stipulated in policy JBC, the principal shall make a recommendation to accept or not accept the child for attendance in USD 320. The recommendation shall be made directly to the superintendent who shall then review the recommendation of the principal. The superintendent shall accept or reject the principal's recommendation. The principal shall give notification of acceptance or non-acceptance to the parent within two school days of the completion of the student records check.
- Step 4:** The application for attendance shall be kept on file by each respective school.
- Step 5:** Out of district students must re-apply each year they wish to attend in USD 320.