

## Statewide Enrollment Options Form

### Required form for all Minnesota school districts

#### Section 1: To be completed by one or both of the student's parents or guardians

PARENTS: email, mail or fax this form to the superintendent's office of the non-resident district where you would like your students to attend school. Complete one form per child per district to which you are applying. Do not mail to the Minnesota Department of Education (MDE). See separate instructions for important January 15 deadline information that may apply. Parents must currently live in Minnesota to submit this form.

#### Student Information

Student Name: Last                                      First:                                      Full Middle:

Will the student be at least age 5 and under age 21 by September 1 of the enrollment year?

Yes     No. If no, do not use this form unless the nonresident district has already qualified your student for early entrance to kindergarten. A separate enrollment options form is available for early childhood special education and open enrollment into voluntary pre-kindergarten programs.

#### Student's resident school district name:

District #:                                      City:

#### District of choice (non-resident school district) name:

District #:                                      City:                                      Mail, fax or e-mail contact:

**Student's current grade level:                  Grade Level Desired:                  Desired Start Date:**

Please rank the schools in the non-resident district that serve the desired grade level, in order of preference:

1.                                      2.                                      3.

#### Special Situations

Sibling preference: student has a sibling currently open-enrolled in this non-resident district.

- Employee child preference: Student has parent or legal guardian who is a Minnesota resident who is an employee of the non-resident district.
- Family move: The student's resident district changed after December 1 prior to the school year requested, waiving deadlines.
- Student is currently expelled under Minnesota Statutes, section 121A.45 for a reason listed in Minnesota Statutes, section 124D.03, Subdivision 1, which allows but does not require the nonresident district to deny the application.
- Student is a resident of City of Edina but the resident school district for the student's Edina home is not Edina Public Schools. Student seeks enrollment in Edina Public Schools.
- Student is requesting a move into and/or a move out of a district that receives Achievement and Integration Revenue, waiving deadlines. You can check here if you do not know the answer to this:

***Parent/legal guardian information***

The student must live with at least one parent/guardian who lives in Minnesota.

**Minnesota parent/guardian 1**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: MN \_\_\_\_\_ ZIP: \_\_\_\_\_

**Parent/guardian 2:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

- Student does not have two parents/guardians.

**Physical signature of at least one parent/guardian is required**

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

Signature of parent/legal guardian 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/legal guardian 2 (optional): \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT NOTE: Do not disclose additional information to the non-resident district until a seat is offered in writing, at which time districts will request birthdate, records and other information such as special needs.**

## Section 2: To be completed by the non-resident district

**Non-resident district:** Notify parents/guardians in writing by February 15 (or no more than 90 days after receiving applications that come later through an Achievement and Integration School Choice Program) of approval or disapproval of application. If rejected, you must let families know legal reason for denial.

Families must accept or decline the offer by March 1 or 45 days later. After receiving the commitment to attend, the non-resident district must notify the resident district by March 15 (or 30 days after initial receipt if form filed after January 15) of the student's intent to enroll. Report all counts of rejected applications and reasons to the Minnesota Department of Education by July 15.

### Date Application Received:

District Name:                  District Number:                  District Contact Name:                  Title:

Phone:

**Does the January 15 deadline apply?**     Yes     No, because:

One or both districts receive Achievement and Integration funding from MDE.

Family moved to resident district on December 1 or later.

**Will the student have priority in a lottery?**     No     Yes, this applicant has priority based on the following:

Sibling of currently open-enrolled student in this district.

MDE-approved Achievement and Integration school choice plan.

Child of Minnesota resident who is a district employee.

City of Edina resident whose resident school district is not Edina Public Schools, seeking entry to the district.

**APPROVED**

**APPROVED BUT WITH A NONRESIDENT AGREEMENT** for upcoming year that is mutually agreed upon by both districts. Enrollment will continue in subsequent years as open enrollment. (Nonresident district: keep documentation of the agreement.)

On the basis of information provided in the above application, and with respect to district policies and procedures, the above student will be assigned to:

School Building Name:                                  Starting Date:

Grade Level:

**NOT APPROVED**

The non-resident district has denied the request for open enrollment because of the following reason(s) allowed in Minnesota Statutes, section 124D.03. Check all that apply.

- The January 15 deadline applies and was not met; situations that would have waived the deadline are not present. See Statewide Enrollment Options Instructions or Minnesota Statutes, section 124D.03, subdivision 3.
- Statutory enrollment cap has been reached. (Minn. Stat. § 124D.03, subd.2)
- Grade is closed district-wide by board action. (Minn. Stat. § 124D.03, subd. 2 and subd.6)
- District has denied the application because of specific expulsion reasons allowed in law. (Minn. Stat. § 124D.03, subd.1)

**NON-RESIDENT DISTRICT SIGNATURE:**

Name of Superintendent/Responsible Authority                      Date:

**NOTIFICATION TO RESIDENT DISTRICT**

**Non-resident district must notify resident district or last district of attendance.** The nonresident district must notify the resident district by March 15 or 30 days later of the pupil's intent to enroll in the nonresident district. The same procedures apply to a pupil who applies to transfer from one participating nonresident district to another participating nonresident district

**DISTRICTS MAY NOT MODIFY THIS FORM, ADD DATA FIELDS OR CREATE ALTERNATIVE FORMATS**

## Statewide Enrollment Options Instructions

**GENERAL INFORMATION AND INSTRUCTIONS:** Kindergarten through 12th-grade students (including 12th grade transition services) may apply to attend a public school outside of their resident district (Minn. Stat. § 124D.03) as long as the parent or legal guardian is currently living in Minnesota and the student is requesting to attend a regular Minnesota public school district. This Enrollment Options Program is not for inter-state transfers, Minnesota charter schools, or enrollment into a Minnesota alternative school for at-risk students. Use one application form per student per requested district. Complete and sign Section 1 of the Statewide Enrollment Options Form and send to the non-resident district's superintendent's office. Please do not send the form to the Minnesota Department of Education.

**General age requirements are ages 5-21 (without high school diploma).** Age 5 is by September 1 of enrollment year. Only use this form for early entrance to kindergarten if you have already received approval from the nonresident district to an early enrollment for your child. **A separate Enrollment Options Form is available for families seeking to enroll their child in an Early Childhood Special Education program or state-funded voluntary pre-kindergarten.**

**Deadline.** Applications must be sent to the non-resident district by January 15 in order to enroll in the following school year, unless:

- One or both districts has a Minnesota Department of Education Achievement and Integration plan, in which case there is no deadline and enrollment may begin at any time after notification of acceptance. (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, section 124D.03, subdivision 7.

**Acceptance or denial 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 unless the resident district and non-resident district are working together in an MDE- approved Achievement and Integration School Choice Program. (Minn. Stat. § 124D.03, subd. 6.) or the enrollment involves city of Edina residents whose resident district is not Edina Public Schools.

**Families may indicate their preferences** for school sites or programs within the district; if unavailable, districts will offer options in the family's stated order of preference at other sites unless the grade level or open enrollment has been closed by board action. Families may apply in more than one district. Use one form per child per district.

**Do not disclose specific special needs** of students on the Statewide Enrollment Options Form; provide this information after an enrollment spot is offered.

**Currently expelled students:** Non-resident districts may, but are not required to, reject applications from students currently expelled as defined in Minnesota Statutes, section 121A.45, and Minnesota Statutes, section 124D.03, subdivision 1.

**Notice of decision on the application:** You can expect to receive an approval or disapproval from the non-resident district by February 15, or, when applying through the waived deadlines for Achievement and Integration districts, 90 days after applying for the current or upcoming school year. (Do not apply for statewide enrollment options further in advance than for the upcoming school year.)

**Lotteries:** School districts that have more applications than they can accommodate must hold lotteries to determine which students will receive spots. Before a general lottery, a priority lottery must be held for siblings of currently open-enrolled students, students who are part of a Minnesota Department of Education approved Achievement and Integration plan, children of district employees who are Minnesota residents, and students who live in the City of Edina but whose resident school district is not Edina Public Schools and seek attendance there. Statewide Enrollment Options lottery procedures must be approved by local school board and posted on the school district website.

### **If the non-resident district notifies you that your application has been accepted:**

**Notify the non-resident district as to whether you are accepting the offer of enrollment by March 1, or, if you applied under a no-deadline situation, 45 days after notification.** The non-resident district must notify the resident district that your student is changing enrollment by March 15 (or 30 days after notice from you that you are accepting the enrollment if the January 15 deadline did not apply). **Visit the non-resident district office at least 10 days before the above starting date to complete all enrollment forms.**

**Parents or guardians of students with special needs:** please contact the district about creating an Individualized Education Program (IEP) team as soon as possible after accepting an offer of enrollment in a non-resident district.

**Transportation:** The school district will give you information regarding transportation if you request it from a bus stop in that district. (Minn. Stat. § 123B.88, subd. 6; Minn. Stat. § 124D.03, subd. 8)

**Obligation to attend at least one year.** By accepting an enrollment options offer, your student is obligated to attend the non-resident 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. If you move into another Minnesota non-resident school district, the student does not lose the seat but you do need to submit an updated Enrollment Options Form. Note: You do need to apply again for siblings but the siblings must be given a preference if open enrollments requests exceed available seats.

**Notify your resident district if you seek to return:** To return to your resident district after one year in the new district, notify your resident district that you are returning by January 15 for the following fall.

### **If your application was denied, districts:**

- (1) Must indicate the provision in state law that applied.
- (2) Must report denied applications to the Minnesota Department of Education by July 15.
- (3) May inform you that your application was rejected because you missed the January 15 deadline. In this case, you can ask your resident district to form a non-resident agreement with the non-resident district for the upcoming year and such an agreement may be able to roll into a regular open enrollment for subsequent years. Districts are not required to enter into nonresident agreements.



# Combined Early Childhood Statewide Enrollment Options and Non-Resident Agreement Form

## Required form for all Minnesota school districts

Use *only* for early childhood special education, state-funded voluntary prekindergarten and school readiness plus.

## Background information

PARENTS/GUARDIANS: email, mail or fax this form to the superintendent's office of the non-resident district where you would like your students to attend. Complete one form per child per district to which you are applying. Do not mail to the Minnesota Department of Education (MDE). At least one parent must currently live in Minnesota with the child to submit this form.

- The basic, priority deadline for inter-district open enrollment is January 15 for the following fall. However, many families have situations which may waive the deadline or where districts may agree to serve the student through a stop-gap measure called a Non-Resident Agreement for the period of time impacted by an applicable, missed January 15 deadline. It is always to your advantage to submit this form by January 15 for the following fall if you are able.

Use this form only if:

- Your **child is not yet old enough to attend kindergarten; and**
- You are applying to enroll your child into a school district other than the one in which you live (a "non-resident" district) to receive **early childhood special education.**
- You are applying to participate in a non-resident district's **state-funded voluntary prekindergarten or school readiness plus program and you have verified with the superintendent's office in the nonresident district that your situation meets eligibility requirements** in that district before submitting this form.

**If these criteria do not describe your situation, do not use this form.** (For example, do not use this form for application to sliding-scale early childhood programs, tuition-based preschool or early childhood family education. For more information on those programs, please contact the school district that you would like your child to attend.)

If you apply and the non-resident district notifies you that your application is accepted:

**Notify the non-resident district as to whether you are accepting the offer of enrollment by March 1, or, if you applied under a no-deadline situation, 45 days after notification. Visit the non-resident district office at least 10 days before your child is expected to start attending to complete all enrollment forms.**

**Parents or guardians of students with special needs:** please contact the district about creating an IEP team as soon as possible after accepting an offer of enrollment in a non-resident district.

**Transportation:** The school district will give you information regarding transportation if you request it from a bus stop in that district. (Minn. Stat. § 123B.88, subd. 6; Minn. Stat. § 124D.03, subd. 8). Additional transportation options may be available for early childhood special education students dependent on the IEP.

**Obligation to attend at least one year.** By accepting an enrollment options offer, your student is obligated to attend the non-resident district during the upcoming school year. **If you do not want to stay in the nonresident district more than the first year, notify your resident district by January 15 for the following fall.**

**Retaining the student's seat in nonresident district.**

Generally, you do not need to reapply in subsequent years for your student to remain open enrolled. (An exception is students who are served by a nonresident agreement in the year prior to kindergarten, who – depending on district capacities – may be placed into a kindergarten lottery for open enrollment slots the following year.) If you move into another Minnesota non-resident school district, the student does not lose the seat but you do need to submit an updated Enrollment Options Form.

**Siblings:** You must make separate application for siblings to attend the nonresident district. However, if a lottery is needed to determine who gets seats at those grade levels, siblings receive a priority.

**Section 1: To be completed by one or both of the student's parents/guardians**

Student Information

Student Name: Last: First: Full Middle:

Birthdate: Year: Month: Day:

Student's resident school district name:

District #: City:

District of choice (non-resident school district) name:

District #: City: Mail, fax or e-mail contact:

Special education. Does your child have an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP), or has your child been determined eligible for early childhood special education services through an evaluation completed by your resident school district?  Yes  No

Are you seeking early childhood special education in the nonresident district?  Yes  No. (If you answered Yes to this second question, but No to the first, contact your resident school district's Special Education department for assistance before submitting this.)

Voluntary prekindergarten. Are you seeking to enroll in state-funded voluntary prekindergarten, having verified with the non-resident district that your student meets eligibility requirements?  Yes  No

School readiness plus. Are you seeking to enroll in school readiness plus, having verified with the non-resident district that your student meets eligibility requirements?  Yes  No

**Site preferences.** If the nonresident school district has multiple sites that serve your child's needs, you may rank in order of preference. Non-resident districts are to consider these in this order, assuming these sites have the requested program and available space. (Do not put sites that are located in different independent school



districts together on one form; use one form per non-resident district to which you are making application, listing only site preferences within that district.)

1. 2. 3.

**When are you seeking to enroll your child?**

Immediately.  Not immediately, but sometime during the current school year.  Next school year.

**Special situations**

- Sibling preference: student has a sibling currently open-enrolled in this non-resident district.
- Employee child preference: Student has parent or legal guardian who is a Minnesota resident who is an employee of the non-resident district.
- Family move: The student's resident district changed after December 1 prior to the school year requested, waiving deadlines.
- Student is a resident of City of Edina but the resident school district for the student's Edina home is not Edina Public Schools. Student seeks enrollment in Edina Public Schools.
- Student is requesting a move into and/or a move out of a district that receives Achievement and Integration Revenue, waiving deadlines. You can check here if you do not know the answer to this:

**Parent/legal guardian information.** The student must live with at least one parent/guardian who lives in Minnesota.

**Minnesota parent/guardian 1**

Last Name: First Name: MI:  
Phone Home: Work: Cell:  
Street Address:  
City: State: MN ZIP:

**Parent/guardian 2:**  Student does not have two parents/guardians.

Last Name: First Name: MI:  
Phone Home: Work: Cell:  
Street Address:  
City: State: ZIP:

**Physical signature of at least one parent/guardian is required:**

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

Signature of parent/legal guardian 1: Date:

Signature of parent/legal guardian 2 (optional): Date:

**IMPORTANT NOTE: Do not disclose additional information to the non-resident district until a seat is offered in writing.**

**Section 2: To be completed by the non-resident district**

**Non-resident district:** Notify parents/guardians in writing by February 15 (or no more than 90 days after receiving applications that come later through an Achievement and Integration School Choice Program) of approval or disapproval of application. If rejected, you must let families know legal reason for denial. Please expedite applications for families seeking early childhood special education services.

Families must accept or decline the offer by March 1 or 45 days later. Districts must report all counts of rejected applications and reasons to the Minnesota Department of Education by July 15.

**Student Name: Last: First: Full Middle:**

**Birthdate: Year: Month: Day:**

**Date Application Received:**

**District Name: District Number: District Contact Name: Title:**

**Phone:**

**Does the January 15 deadline apply?**  No, because:

One or both districts receive Achievement and Integration funding from MDE.

Family moved to resident district on December 1 or later.

Yes, it was met.

Yes, but it was not met. **If this is the case, contact the superintendent’s office in the resident district immediately related to Section 3 of this form to determine whether the resident district and your district will agree to a **Non-resident Agreement** to serve the student prior to open enrollment becoming available.**

**Lotteries.** (Since early childhood special education cannot close, lotteries are not held for these particular applications.)

**Will the student have priority in a lottery for voluntary prekindergarten or school readiness plus?**  No

Yes. Lottery priority is based upon:

Sibling of currently open-enrolled student in this district.

MDE-approved Achievement and Integration school choice plan.

Child of Minnesota resident who is a district employee.

City of Edina resident whose resident school district is not Edina Public Schools, seeking entry to the district.

**APPROVED**

**APPROVED BUT WITH A NONRESIDENT AGREEMENT** for beginning year that is mutually agreed upon by both districts. Enrollment will continue in subsequent years as open enrollment with the exception that a voluntary prekindergarten or school readiness plus student’s enrollment through a nonresident agreement who is entering kindergarten the subsequent year may be placed in an open enrollment kindergarten lottery (if held).

On the basis of information provided in the above application, and with respect to district policies and procedures, the above student will be assigned to:

**School Building Name: Starting Date: Grade Level:**

**NOT APPROVED**

The non-resident district has denied the request for open enrollment because of the following reason(s) allowed in Minnesota Statutes, section 124D.03. **Check all that apply.**

- The January 15 deadline applies and was not met; situations that would have waived the deadline are not present. See Minnesota Statutes, section 124D.03, subdivision 3. Districts have not mutually agreed to a non-resident agreement.
- Statutory enrollment cap has been reached open enrollment into the requested voluntary prekindergarten or school readiness plus program has been reached. (Minn. Stat. § 124D.03, subd.2)
- The requested voluntary prekindergarten or school readiness plus program is closed district-wide by board action. (Minn. Stat. § 124D.03, subd. 2 and subd.6)

**NON-RESIDENT DISTRICT SIGNATURE:**

Name of Superintendent/Responsible Authority

Date:

**NOTIFICATION TO RESIDENT DISTRICT**

Non-resident district must notify resident district or last district of attendance by March 15 or no later than 30 days after this decision.

**Section 3: Resident district completes *only* when a request for a non-resident agreement is included**

Student Name: Last:

First:

Full Middle:

Birthdate: Year:

Month:

Day:

The student is released from the resident district under a Non-Resident Agreement for the following time period. Start date: This resident district understands that the student will remain enrolled at the non-resident district under the Statewide Enrollment Options Program effective with the following school year:

The student is not released as requested to the non-resident district for the current school year. However, the district understands this form will serve as the Enrollment Options request at the requested non-resident district effective with the following school year:

**RESIDENT DISTRICT SIGNATURE:**

Name of Superintendent/Responsible Authority

Date:

**DISTRICTS MAY NOT MODIFY THIS FORM, ADD DATA FIELDS OR CREATE ALTERNATIVE FORMATS.**

