



# South Washington County Schools

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## ADMINISTRATIVE REPORT

TO: Members of the School Board  
Keith Jacobus, Superintendent

FROM: Julie Nielsen, Assistant Superintendent  
Mike Johnson, Assistant Superintendent

DATE: October 12, 2017

TOPIC/PURPOSE OF REPORT: Open Enrollment & Intra District Transfer Parameters for 2018-19

REFERENCE TO POLICY/STRATEGIC PLAN: Policy 509

RECOMMENDED BOARD ACTION: Information

DATE FOR BOARD ACTION: October 18, 2017

## REPORT

The attached report includes the enrollment guidelines being recommended as part of the implementation for applying Board Policy 509 and Board Policy 509.1.

Board Policy 509, Open Enrollment, provides non-resident families the opportunity to attend a District 833 school. The open enrollment statute allows the board to pass a resolution to limit the open enrollment of non-resident students to a number not less than 1% of the total enrollment at each grade level in the district. Attached you will find the recommended guidelines outlining the acceptance of non-resident families into our elementary, middle and high schools.

Board Policy 509.1, Intra District Transfers, provides the opportunity for District 833 families to request to have their students attend a school outside of their assigned attendance boundaries. Attached you will find the recommended guidelines for students at the elementary, middle and high school levels.

## District 833 2018—2019 Intra-District Transfer Guidelines

If approved at the November 2, 2017 Board meeting, the following Intra-District Transfer guidelines for resident students of South Washington County Schools will take effect for 2018-2019. All requests for middle and high school transfers are due no later than 4 p.m. on Friday, December 15, 2017 and no later than 4 p.m. on Thursday, March 1, 2018.

### Elementary Schools

1. Intra-district transfer requests for the ~~2017-18~~ 2018-2019 school year may be granted for all elementary schools on a space available basis subject to the approval of the Assistant Superintendents for Academic Excellence and Accountability.
2. Acceptance of a student under an intra-district transfer shall be determined after the staffing levels for the schools have been determined and shall not increase the number of students at a grade level within the receiving school beyond 90% of the established classroom capacity for that grade level.
3. Transfer approvals will be limited to a net +/- 3% above or below the assigned attendance boundary enrollment per grade level. ~~at Newport Elementary.~~
4. Younger siblings will have priority if their older brothers or sisters are currently on an approved intra-district transfer. The approval is still subject to space being available in the school and at the grade level requested.
5. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student.
6. Students approved for an intra-district transfer in one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes.
7. New kindergarten students in the ~~fall of 2017~~ fall of 2018 who have an elementary sibling already attending a school under an intra-district transfer will be enrolled in the intra-district transfer school unless otherwise requested.
8. Applications for consideration for transfer to another elementary school outside of the assigned attendance boundary should be submitted by March 1, ~~2017~~ 2018.
9. If the number of intra-district transfer requests exceeds the available space in a grade level, the order of approval shall be determined by selecting names through a lottery process. Applications submitted after March 1, 2018 will be added to the existing waiting list created for schools.
10. Parents/guardians are responsible for providing transportation to and from school in every instance where an intra-district transfer has been approved.
11. Families must reapply if requesting enrollment at a school outside the assigned attendance boundary when school transitions occur (elementary to middle; middle to high school).
12. The School Board shall review the outcome of the intra-district transfer policy for elementary schools and make recommendations for the ~~2018-19~~ 2019-2020 school year.

## Middle Schools

1. Intra-district transfer requests for the 2017-18 **2018-2019** school year may be granted on a space available basis subject to approval of the Assistant Superintendents for Academic Excellence and Accountability.
2. Transfer approvals will be limited to a net +/- 3% above or below the assigned attendance boundary enrollment per grade level. ~~at Oltman, Woodbury and Cottage Grove Middle Schools.~~
3. ~~Intra-district transfers to Lake Middle School will not be approved due to capacity constraints.~~
4. ~~Students moving during the school year outside of the attendance boundaries of Lake Middle School may finish the school year, but may not be able to attend the next school year. The next school year the student may be assigned to their attendance boundary school.~~
5. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student.
6. ~~If the number of intra-district transfer requests exceeds the available space in a grade level, the order of approval shall be determined by selecting applications through a lottery process.~~
7. Students approved for an intra-district transfer in one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes.
8. Applications for consideration to transfer to another middle school outside the assigned attendance boundary should be submitted by ~~Dec. 15, 2016~~ **December 15, 2017**.
9. If the number of intra-district transfer requests exceeds the available space in a grade level, the order of approval shall be determined by selecting applications through a lottery process. **Applications submitted after December 15, 2017 will be added to the existing waiting list created for schools.**
10. Parents/guardians are responsible for providing transportation to and from school in every instance where an intra-district transfer has been approved.
11. Families must reapply if requesting enrollment outside the assigned attendance boundary when school transitions occur (elementary to middle; middle to high school).
12. The School Board shall review the intra-district transfer policy and make recommendations for middle schools for the 2018-19 **2019-2020** school year.

## High Schools

1. Intra-district transfer requests for East Ridge High School, Park High School and Woodbury High School for the 2017-18 **2018-2019** school year may be granted on a space available basis subject to the approval of the Assistant Superintendents for Academic Excellence and Accountability.
2. Transfer approvals will be limited to a net +/- 3% above or below the assigned attendance boundary enrollment per grade level to assure that space is used efficiently and that no site is over capacity or student opportunities diminished due to significant loss of enrollment. Priority for enrollment will be given to students ~~in grades 11 and 12~~ who request transfer to the International Baccalaureate Program at Park High School. ~~Intra-district transfers to East Ridge High School will not be approved due to capacity restraints.~~
3. Students moving during the school year outside of the attendance boundaries of East Ridge High School may finish the school year, but will not be able to attend the next school year. The next school year the student will be assigned to their attendance boundary school.

4. Should net requests to a school exceed +/- 3% above or below the assigned attendance boundary enrollment per grade level, a lottery process will determine the order of approval.
5. Families must reapply if requesting enrollment outside the assigned attendance boundary when school transitions occur (middle to high school).
6. Students approved for an intra-district transfer in one year shall be included in the enrollment projections of the receiving school in future years for staffing purposes.
7. Eligibility for athletic participation related to transfer to a different school would be under the rules and guidelines of the Minnesota State High School League. MSHSL has ultimate authority in these matters. **Note:** the MSHSL already recognizes International Baccalaureate as an exception to their transfer eligibility policy.
8. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student.
9. Applications for consideration to transfer to another high school outside the assigned attendance boundary should be submitted by ~~Dec. 15, 2016~~ December 15, 2017. Applications submitted after December 15, 2017 will be added to the existing waiting list created for schools.
10. Parents/guardians/students are responsible for providing transportation to and from school in every instance where an intra-district transfer has been approved.
11. The School Board shall review the outcome of the intra-district transfer policy for high school students and make recommendations for the ~~2018-19~~ 2019-2020 school year.

## **OPEN ENROLLMENT FOR NON-RESIDENT STUDENTS**

1. Open enrollment for non-resident students will be set at a minimum of 1% and a maximum of 3% beginning in ~~2017-18~~ 2018-2019. Liberty Ridge Elementary School, Grey Cloud Elementary School, Woodbury Middle School, Lake Middle School, East Ridge High School and Woodbury High School are all closed to additional open enrollment students due to capacity constraints.
2. Schools and/or grades meeting or exceeding the thresholds for intra-district transfer considerations have also met the criteria for being closed to open enrollment.
3. Students moving during the school year outside of the ISD 833 attendance boundaries may apply for open enrollment and be able to finish the school year at the current school. However, the student(s) may be assigned to a different school the next year.
4. Open enrolled students will continue at their assigned school throughout their years at each level. Families are provided with the opportunity to indicate their preferred school, when school transitions occur (elementary to middle; middle to high school). The district retains the right to assign nonresident students to sites other than direct feeder schools when these transitions occur, based upon capacity and program.