



## South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

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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: November 10, 2016

TOPIC/PURPOSE OF REPORT: Intra-District and Open Enrollment Parameters for 2017-2018

REFERENCE TO POLICY/STRATEGIC PLAN: Personalized Learning and Climate/Culture

RECOMMENDED BOARD ACTION: Information

DATE FOR BOARD ACTION: November 17, 2016

### REPORT

In preparation for the 2017-2018 school year the Board is asked to review and approve the parameters for both Intra-District Transfer Requests (IDT's) and Open Enrollment agreements.

Board Policy 509.1, Intra-District Transfers, provides the opportunity for District 833 families to request to have their children attend a school other than the one assigned by attendance boundaries. If approved, transportation arrangements are the responsibility of the parent/guardian.

Board Policy 509, Open Enrollment, provides the opportunity for non-resident families 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 are the recommendations for Intra-District Transfer Requests and Open Enrollment parameters for the 2017-2018 school year.

**Intra-District Transfer Requests 2016-2017-2017-2018**  
**Elementary Schools**

1. Intra-district transfer requests for the ~~2016-2017~~ **2017-2018** 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. ~~Intra-district transfers to Liberty Ridge Elementary School will not be approved due to capacity constraints.~~ Younger siblings will have priority if their older brother 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. ~~Students moving during the school year outside of the attendance boundaries of Liberty Ridge Elementary Schools 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.~~
6. Acceptance of a student under an intra-district transfer shall not increase staffing requirements at the school receiving the student.
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. Kindergarten students with an elementary sibling attending a school under an intra-district transfer the year the kindergarten student will be enrolled will also be enrolled in the intra-district transfer school unless requested otherwise. ~~This will not apply at Liberty Ridge Elementary Schools.~~
9. Applications for consideration for transfer to another elementary school outside of the assigned attendance boundary should be submitted by March 1, ~~2016~~ **2017**.
10. 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.
11. Parents/guardians are responsible for providing transportation to and from school in every instance where an intra-district transfer has been approved.
12. 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).
13. The School Board shall review the outcome of the intra-district transfer policy for elementary schools and make recommendations for the ~~2017-2018~~ **2018-2019** school year.

## Middle Schools

1. Intra-district transfer requests for the ~~2016-17~~ **2017-2018** 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 ~~November 16, 2015~~ **December 15, 2016**.
9. Parents/guardians are responsible for providing transportation to and from school in every instance where an intra-district transfer has been approved.
10. Families must reapply if requesting enrollment outside the assigned attendance boundary when school transitions occur (elementary to middle; middle to high school).
11. The School Board shall review the intra-district transfer policy and make recommendations for middle schools for the ~~2017-2018~~ **2018-2019** school year.

## High Schools

1. Intra-district transfer requests for the ~~2016-2017~~ **2017-2018** 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 ~~November 16, 2015~~ **December 15 2016**.
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 ~~2017-2018~~ **2018-2019** 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 2016-2017. Liberty Ridge Elementary School, Cottage Grove 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/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 considerations.