

# Iowa Open Enrollment Application

SCHOOL YEAR 2022-2023

# Application Instructions

School Year 2022-23

## Application Information and Deadlines

Iowa law requires a parent or guardian to:

- Submit an application for each child in their family and
- Send the application to both the resident and receiving school districts on or before the established deadline to be considered for approval (Iowa Code § 282.18(2)).

Date	2022-2023 Deadline
September 1, 2022	Last day for parents/guardians may apply to open enroll their <b>incoming kindergarten</b> student.
September 1, 2022	Application deadline for preschool students who receive special education services.
March 1, 2022	Application deadline to open enroll for the 2022-2023 school year.
March 2, 2022	Applications will be denied unless the parent or guardian is able to demonstrate “good cause” under <a href="#">Iowa Code section 282.18</a> .

If a current open enrolled student would like to open enroll to a new school district, the parent or guardian:

- Files this application with the district the student is currently attending and open enrolled into (receiving district) and the district the student wants to attend (alternate receiving district) by the March 1 deadline.
- Should write on the application the child is currently open enrolled and would like to open enroll to a new school district.

**CAUTION:** Knowingly providing false information on this form will invalidate the application.

If a current open enrolled student would like to open enroll to a new school district, the parent/guardian files this application with the district the student is currently attending (receiving district) and the district the student wants to attend (alternate receiving district). Parents/guardians should write on the application the child is currently open enrolled and would like to open enroll to a new school district. The new district (alternate receiving district) will notify the parent/guardian, original district of residence, and previous receiving district of acceptance or denial. The application deadline is March 1. 281-IAC 17.8(4)

## To be completed by parent or guardian:

1. Full Legal Name of Student: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_ Grade for 2022-2023: \_\_\_\_\_ Gender:  Male  Female
3. Full Legal Name of Parent or Guardian: \_\_\_\_\_
4. Telephone Number(s) – Home: \_\_\_\_\_ Cell: \_\_\_\_\_
5. Residential Address – Street/P.O. Box: \_\_\_\_\_ City: \_\_\_\_\_  
Zip: \_\_\_\_\_ County: \_\_\_\_\_
6. Email Address: \_\_\_\_\_
7. Resident District: \_\_\_\_\_ Attendance Center (School Building): \_\_\_\_\_
8. District Requested: \_\_\_\_\_ School Building (Request does not guarantee placement):  
\_\_\_\_\_
9. The student will be enrolled in the following (check all that apply):
  - Regular Education  Special Education
  - Home School (CPI)  Home School Assistance Program
  - Dual Enrollment–Academic  Dual Enrollment–Activity Program
  - Open Enrolling to Approved Online Program and Participating in Resident District Co-Curricular Activities
10. Is your child currently:
  - a. Eligible to receive special education services?  Yes  No
  - b. Being evaluated for special education services?  Yes  No
  - c. Receiving English language learning services?  Yes  No
  - d. Under suspension or expulsion from school?  Yes  No \*If yes, date complete: \_\_\_\_\_
  - e. Open enrolled (attending a school district that the student does not live in)?  Yes  No
11. Will you request transportation assistance? Yes or No  
\*If yes, attach proof of income and number in household to the application sent to the resident district.

**This section should be completed only IF the application is being filed after March 1 for grades 1-12.**

12. Check circumstance(s) that apply to the student. **List date of change or attach information when pertinent:**

- Change in resident district due to family move or change in state
  - **Date:** \_\_\_\_\_
- Change in student's residence due to:
  - Change in residence from one parent/guardian to another,
  - Change in the marital status of the student's parents that results in a change in resident district,
  - Change in guardianship/custody proceeding,
  - Placement of the child in foster care, or

- Adoption
- **Date:** \_\_\_\_\_
- Participation in foreign exchange program
  - **Date:** \_\_\_\_\_
- Initial placement of preschool student in special education
  - **Date of IEP:** \_\_\_\_\_
- Failure of negotiations for reorganization or whole grade sharing
  - **Date:** \_\_\_\_\_
- Loss of accreditation or revocation of a private or charter school contract
  - **Date:** \_\_\_\_\_
- Child's school building is identified in need of significant need for improvement as defined by the Iowa School Performance Profile or the federal Every Student Succeeds Act for two or more proceeding school years
- Pervasive harassment or a severe health condition (Briefly describe events occurring after March 1 and provide the name of a district employee familiar with the student and attach to this application).
- A consistent failure to reasonably respond to a student's failure to meet basic academic standards (Note: The State Board of Education will establish rules to implement this provision. Briefly describe events occurring after March 1 and provide the name of a district employee familiar with the student and attach to this application)

\*Please mail or fax copies of the form to your resident school district and the district you are open enrolling to. For addresses or fax numbers for school districts, please visit the districts' websites.

I certify the information provided is true and I have sent a copy of this form to my resident district and to the district I want my child to attend.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date Signed

\*CAUTION: Knowingly providing false information on this form will invalidate the application.\*

## To be completed by the receiving district:

### Receiving District

The receiving district has the authority to act on all applications (before or after deadline) except for those applicants **alleging repeated harassment** or have a **severe health condition** that cannot be accommodated in the resident district.

Check if the child has an IEP. Date of consultation with the resident district and AEA: \_\_\_\_\_

**Date application was received:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

Signature of Superintendent and Date Signed

**Denied:** \_\_\_\_\_

Date of School Board Action and Signature of Superintendent

If denied, indicate reason:

- Application filed late with no good cause.
- Insufficient classroom space.
- Student under suspension or expulsion.
- Appropriate special education program is not available.

The receiving district has the authority to act on all applications (before or after deadline) except:

Approved:

---

Signature of Superintendent \_\_\_\_\_ Date Signed \_\_\_\_\_

Denied:

---

Signature of Superintendent \_\_\_\_\_ Date of School Board Action \_\_\_\_\_

If denied, indicate reason:

- Insufficient classroom space.
- Student under suspension or expulsion.
- Appropriate special education program is not available.

**To be completed by the resident district:**

**Resident District**

Date application was received: \_\_\_\_\_

---

Signature of Superintendent \_\_\_\_\_ Date Signed \_\_\_\_\_

Resident district is acting on this application because of the following:

- Student alleges pervasive harassment that began or escalated after deadline.
- Student has a severe health condition that began or escalated after deadline.
- The resident district's consistent failure to reasonably respond to a student's failure to meet basic academic standards **(Note: The State Board of Education will establish rules to implement this provision.)**
- Application filed late with no good cause.

**Date application was received:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

Signature of Superintendent and Date Signed

**Denied:** \_\_\_\_\_

Date of School Board Action and Signature of Superintendent

If denied, indicate reason:

- Does not meet criteria for severe health condition.
- Does not meet criteria for pervasive harassment.
- Does not meet criteria for failure to reasonably respond to a student's failure to meet basic academic needs **(Note: The State Board of Education will establish rules to implement this provision.)**
- Application filed late with no good cause.