

**Regulation 5116.1: Intradistrict Open Enrollment**

**Status:** DRAFT

**Original Adopted Date:** 11/21/2019 | **Last Revised Date:** 12/19/2024 | **Last Reviewed Date:** 12/19/2024

Parents/guardians of any student who resides within the Cambrian District boundaries may request attendance at any District school during the priority enrollment period.

Students whose residence is out of the District's boundaries, currently attending a Cambrian charter school, and who would like to request an Intradistrict transfer to Bagby or Steindorf must also obtain an approved interdistrict transfer by their district of residence. (cf. 5117 Interdistrict Attendance Agreement).

Parents/guardians assume all responsibility for transportation.

**Priority Enrollment Period**

The Priority Enrollment period opens on the 2nd Monday in January and will close by 5 pm on January 31st or the nearest weekday, for next school year. Only during this period, parents/guardians of students may apply to attend a district school outside their school of attendance area.

1. Students currently attending a Cambrian School can request movement to any other Cambrian School using Cambrian's online "school of choice" form. The request form will be available on the Cambrian District's website under the 'Enrollment' tab.
2. Incoming students (not currently attending a Cambrian School) will request their school of choice on Step 1 while registering using Cambrian's online registration system.

**Requests after the priority enrollment period**

Cambrian residents: Students who request an intradistrict transfer after the priority enrollment period ends will be placed at the bottom of the Priority 2 waiting list for the school and grade level requested. Students will remain at their current school of attendance or be placed at their school of attendance until space becomes available.

Out-of-district residents currently attending a Cambrian school: Students who request an intradistrict transfer after the priority enrollment period ends will be placed at the bottom of the Priority 4 waiting list for the school and grade level requested.

**Approval of Requests**

1. Requests made for the next school year by January 31st are honored when space is available.
  - If the number of requests exceeds the available space in the school or a grade level within a school, a priority, and a random, unbiased lottery system will determine the order in which students will be admitted.
2. Students with Independent Education Plans (IEP) must have the approval of the Director of Student Services prior to entering the lottery to ensure program space or services are available at the Cambrian School requested.

**Notification**

The Superintendent or designee shall provide an email notification to applicants as to whether their application has been approved, denied, or placed on a waiting list.

1. Approved applicants must confirm their placement within ten school days.
2. If an Intradistrict request is denied, the reason for denial shall be stated.

**Lottery**

If the number of requests exceeds the available space in the school or a grade level within a school, a priority and random, unbiased lottery system will determine the order in which students will be admitted. The first student number drawn using the priority and lottery system will be the first student admitted as space occurs.

Students on the waiting list will be notified when a space becomes available until the following year's lottery is held. Lists will be terminated after the following year's lottery is held.

If space is unavailable at the requested school, Cambrian resident students will be automatically enrolled in a school within their attendance area.

Out-of-district students on the waiting list should enroll in their district of residence.

### **Lottery Process**

The lottery will be a random, unbiased selection conducted by the district on or before March 31.

A public announcement of the date and time of the lottery will be posted on the Cambrian District website, at least two weeks before the lottery.

Every student involved in the lottery will receive a random lottery ID number to protect the privacy of all students involved.

Individual results of the lottery will be emailed to the student's parent/guardian before April 15th.

### **Lottery Priority Groups**

Priorities will determine the order in which students are assigned to schools.

#### **1. First Priority Group:**

- Siblings of students who currently attend the requested school and reside within the attendance area and
  - will be returning the following school year or
  - is graduating from 5th or 8th grade in the year the request is made or
- Children of Cambrian School District employees who work for a minimum of 20 hours per week at the school site that is being requested, or
- Employees who work at multiple school sites or work at the District Office location may request their children to attend any one of the Cambrian School sites.
- **Children of a deceased Cambrian School District employee who worked**
  - **a minimum of 20 hours per week at the school site requested or**
  - **at multiple school sites or the District Office location, may request to attend any one of the Cambrian School sites.**
  - **First priority status for these children will remain in effect until all of the employee's children have aged out of the Cambrian School District.**

#### **2. Second Priority Group:**

- New students who reside in the school's attendance area or
- Students with resident status in the Cambrian School District. (cf. 5111.1 District Residency)

#### **3. Third Priority Group:**

- Siblings of students who reside out of the district boundaries and whose sibling is currently attending the requested school and
  - will be returning the following school year or

- is graduating from 5th or 8th grade in the year the request is made

#### 4. Fourth Priority Group:

- All students whose residence is out of the district.
  - Students requesting a transfer to Bagby or Steindorf must also obtain an approved Interdistrict transfer from their district of residence. (cf. 5117 Interdistrict Attendance Agreement)

### **Multiple Child Provision**

If a family participating in Priority Enrollment has twins, triplets... the number pulled for the family will be assigned consecutively for the next twin, triplet ...sibling. For instance, if there are twins and the number 10 is selected for the family in the lottery, they will be assigned 10 and 11, with the next number drawn being designated 12.

### **Waiting Lists**

All waiting lists established by a lottery will be terminated when the following year's lottery is held. The Superintendent may authorize emergency transfers at their discretion.

### **Return of Student to Home School**

A student accepted under an Intradistrict transfer may be returned to their home school after the first day of school if enrollment of an attendance area student would result in a regular education class exceeding grade level capacity or other extenuating circumstances.

Students shall be returned based on their lottery number; for example, the enrolled student with the highest number or date of application will be returned first.

Continued enrollment is assured for the balance of the school year after the first week of school (except in extenuating circumstances).

Students placed through Priority Enrollment relinquish their right to attend their attendance area school until the next Priority Enrollment period. During the Priority Enrollment period, students may request to return to their attendance area school.

Transfer requests back to their school of attendance area made at times other than during the Priority Enrollment period will be given the same consideration as all other transfer requests and approved if an opening occurs.

### **"Closed" Enrollment**

A grade level at any school site may close to Intradistrict Transfers or new students when the enrollment for the grade level or program is at capacity.

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