Minnesota Department of Education

Statewide Enrollment Options Form

Required form for all Minnesota districts

PARENTS: Email, mail or fax this form to the superintendent's office of the non-resident district where you wish your student to attend. Do not mail to the Minnesota Department of Education. See General Information and Instructions for important January 15th deadline information that may apply.

Section 1: To be completed by the Student's Parent/Guardian

Parent/Guardian Name (Last)	(First)	(MI)	Telephone Number Home: ( ) Work: ( )
Parent/Guardian Address: City/State/ZIP:			
Resident District: City:	District of Choice (Non-Resident School District): District of Choice Fax Number:		
Student Name (Last)	(First)	(Middle)	
Current Grade Level:	Grade Level Desired:	Desired Date of Enrollment:	

Is this student currently expelled under Minn. Stat. § 121A.45 for a reason listed in Minn. Stat. § 124D.03, Subd. 1? ☐ Yes ☐ No

Are you a Minneapolis resident interested in 'The Choice is Yours' Program? ☐ Yes ☐ No ☐ Don't know

Age of Student

Will the student be at least age 5 and under age 21 by September 1 of enrollment year? ☐ Yes ☐ No

When a spot is offered, districts will then request birthdate, records and other required registration information. If you answered NO to the statement, the student is not eligible for open enrollment unless the student fully meets the requirements for an exception to the age requirements listed in the instructions.

☐ Yes, this student qualifies under the terms of the exceptions described on the back of this form.

Please rank the schools in this non-resident district in order of preference:

1. _____
2. _____
3. _____

Reason for request: (this does not affect your acceptance)

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

_____ _____

Signature – Parent/Guardian Date

Non-Resident District: Complete Section 2. Notify parents/guardians by **February 15** (or no more than 30 days after receiving applications that come later) of approval or disapproval of application. Families must accept or decline the offer by **March 1** or 15 days later. After receipt of commitment to attend, the non-resident district must notify the resident district by **March 15** (or 60 days after initial receipt if form filed after January 15) of the student's intent to enroll. Report all rejected applications to the Minnesota Department of Education by **July 15.**

Section 2: To be completed by the Non-Resident District

Date Application Received	District Name	District Number
District Contact	Title	Telephone Number

☐ **APPROVED**

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

School Building Name: _____

Starting Date: _____

Grade Level: _____

☐ **NOT APPROVED**

The non-resident district has denied your request for open enrollment because of the following reason(s) allowed in Minn. Stat. § 124D.03. Check all that apply.

1. ☐ The January 15 deadline applies and was not met; situations that would have waived the deadline are not present. See General Information and Instructions or Minn. Stat. § 124D.03, Subd. 3.
2. ☐ Statute enrollment has been reached; Minn. Stat. § 124D.03, Subd. 2.
3. ☐ Grade is closed district-wide by board action; Minn. Stat. § 124D.03, Subd. 2. and Subd. 6.
4. ☐ District has denied the application because of expulsion reasons; Minn. Stat. § 124D.03, Subd. 1.

Section 2: To be completed by the Non-Resident District

NON-RESIDENT DISTRICT SIGNATURE: _____ _____

Superintendent / Responsible Authority Date

GENERAL INFORMATION AND INSTRUCTIONS: Kindergarten through twelfth grade students and pre-kindergarten children with disabilities may apply to attend a public school outside of their resident district (Minn. Stat. § 124D.03). Use one application per student per requested district.

Parent/Guardian: Before making a selection it would be beneficial to request school and program information from districts, visit schools, and ask questions of administrators, teachers, parents and students. The Minnesota Department of Education's (MDE) Website: http://education.state.mn.us has information about school districts, schools and programs. Once you decide to apply, you must inform your child's current school that you are applying to a nonresident district for enrollment. Complete Section 1 and sign Section 2 of the School District Enrollment Options Program form and send the completed application to the non-resident district's superintendent's office. **Please do not send the form to MDE.**

Age requirements:

Open enrollment is only available to students who will be age 5 by September 1 and under age 21, without a high school diploma, unless:

- The student is under age 5 and has been identified through a formal assessment process in the resident district as needing an individual education plan for early childhood special education. In these situations, the family should list "EC" as their requested grade level
- **OR**, the student has met all requirements of the nonresident district for consideration for early entrance to kindergarten such as a September or October birth date, assessment testing and a trial period of enrollment ***and*** the nonresident district has agreed to consider an open enrollment for the child for early entrance to kindergarten. Do not submit this form in this situation without first working with the nonresident district to determine eligibility.

Deadlines and exceptions to deadlines:

Applications must be sent to the nonresident district by January 15 in order to enroll beginning the following school year unless:

- one or both districts receives Statewide Integration Revenue, in which case there is no deadline and enrollment may begin at any time. (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 § 124D.03, Subd. 7.

Acceptance 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. (Minn. Stat. § 124D.03, Subd. 6.)

Families may indicate preferences for school sites or programs within the district; if unavailable, districts will offer families options at other sites unless the grade level or open enrollment has been closed by board action. However, families may apply in more than one district. Use one form per child per district.

Do not disclose special needs of students on the *School District Enrollment Options Program*s form; this information is provided after an enrollment spot is offered.

Minneapolis Families: The Choice is Yours program provides families who live in the city and meet income guidelines the chance to attend suburban schools with free transportation. See http://foodservice.mpls.k12.mn.us/Free_and_Reduced_Price_Meal_Eligibility.html for income guidelines and http://www.wmep.k12.mn.us/aboutciy.html for more about The Choice is Yours.

Currently expelled students: Nonresident districts may, but are not required to, reject applications from students currently expelled as defined in Minnesota Statutes § 121A.45 and Minnesota Statutes § 124D.03 Subd 1.

Notice as to acceptance of application: You can expect to receive an approval/disapproval from the nonresident district by **February 15 or 30** days after applying for the current or upcoming school year. (Do not apply for school enrollment further in advance than school year that starts one year after the last January 15). After receiving approval of your application you must notify the non-resident district of your commitment to attend by **March 1 or 15 days** after applying. School districts who have more applications than they can accommodate hold lotteries to determine which students will receive spots.

If the nonresident district notifies you that your application has been accepted:
Notify the nonresident district as to whether you are accepting the offer of enrollment by March 1 or 15 days after notification.

The nonresident district must notify the resident district that your student is changing enrollment by March 15 (or 15 days after notice from you that you are accepting the enrollment if January 15 application deadline was not applicable).

Visit the district offices at least 10 days prior to the above starting date for completion of all enrollment forms.

Parents or guardians of students with special needs are encouraged to contact the district as soon as possible after accepting an offer of enrollment in a nonresident district so an I.E.P. team can be convened.

The school district will provide you information regarding transportation. (Minn. Stat. § 123B.88, subdivision 6, Minn. Stat. § 124D.03, Subd. 8.) Minneapolis families who meet income guidelines and attend suburban districts through The Choice is Yours may qualify for free transportation.

By accepting this enrollment, your student is obligated to attend the nonresident 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. Note: you **do need** to apply again for siblings.

If your application was denied, districts:

- Must indicate the provision in state law that applied.
- Must report to the Minnesota Department of Education by July 15 all denied applications.
- May inform you that the only reason the application was rejected was a missed January 15 deadline. In this case, you could ask your resident district whether it would be willing to form an agreement with the nonresident district for the upcoming year--both districts must agree. However, you will need to apply again next year through the regular open enrollment process, meeting the January 15 deadline, so your student's enrollment is not subject to year-to-year mutual agreements between districts. (Minn. Stat. § 124D.03, Subd. 6