

Statewide Enrollment Options Form

Required form for all Minnesota districts

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

PARENTS: Email, mail or fax this form to the superintendent's office of the non-resident district where you would like your student to attend school. **Do not mail to the Minnesota Department of Education.** See separate instructions for important January 15th deadline information that may apply. Parents must currently live in Minnesota to submit this form. **PLEASE PRINT CLEARLY!**

Parent/Legal Guardian Information

Last Name		First Name		MI
Last Name		First Name		MI
Home Ph: (____) _____		Work Ph: (____) _____		Cell Ph: (____) _____
Home Ph: (____) _____		Work Ph: (____) _____		Cell Ph: (____) _____
Parent/Guardian Address:			City, State ZIP:	
Parent/Guardian Address:			City, State ZIP:	
Resident District:	When are you seeking to enroll you child?			District of Choice (Non-Resident School District):
Resident District #	<input type="checkbox"/> Immediately <input type="checkbox"/> Not immediately, but sometime during the current school year <input type="checkbox"/> Next school year			CLOQUET#94 City Cloquet District of Choice Fax Number: (218) 879-6724

Student Information

Student LAST Name:	Student FIRST Name:	Student MIDDLE Name:
Will the Student be at least age 5 and under the age 21 by September 1 of enrollment year or be applying for ECSE? <input type="checkbox"/> Yes <input type="checkbox"/> No. If no , the student must meet the age exceptions listed in the instructions. If the exceptions don't apply, do not use this form. Contact the district to explore other options.		
Current Grade Level: (If Applying for ECSE, Write EC)	Grade Level Desired:	Desired Start Date
Please Rank the schools in this non-resident district in order of preference:		Identify the reason for the request to enroll in a nonresident district (this does not affect your acceptance)
1. _____		
2. _____		

Special Situations. See instructions (page 3).

- Sibling preference: student has a sibling currently open-enrolled in this non-resident district.
- Employee child preference: Student has parent or legal guardian who is a Minnesota resident who is an employee of the non-resident district.
- Family Move: The Student's resident district changed after December 1 prior to the school year requested, waiving deadlines.
- Student is a resident of City of Edina but the resident school district for the student's Edina home is not Edina Public Schools. Student seeks enrollment in Edina Public Schools.
- Student is requesting a move into and/or a move out of a district that receives Achievement and Integration Revenue, waiving deadlines. You can check here if you do not know the answer to this
- Student is currently expelled under Minnesota Statutes, section 121A.40 for a reason listed in Minnesota Statutes, section 124D.03, Subdivision 1, which allows but does not require the non-resident district to deny the application.

Do not disclose additional information to the non-resident district until a seat is offered in writing, at which time districts will request birthdate, records and other information.

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

Signature of Parent/Legal Guardian: _____ Date: _____

Signature of Parent/Legal Guardian (Optional): _____ Date: _____

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

Non-Resident District: Notify parents/guardians by February 15 (or no more than 90 days after receiving applications that come later through an Achievement and Integration School Choice Program) of approval or disapproval of application. Families must accept or decline the offer by March 1 or 45 days later. After receiving the commitment to attend, the non-resident district must notify the resident district by March 15 (or 30 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. Please expedite applications for families seeking Early Childhood Special Education services (ECSE may not be closed).

Date Application Received	District Name CLOQUET PUBLIC SCHOOLS	District Number 0094
District Contact Dr. Michael Cary	Title SUPERINTENDENT	Telephone Number 218-879-6721

Does the January 15 deadline apply? Yes No If no, please select below:

- One or both districts receive Achievement and Integration funding from MDE.
- Family moved to resident district on December 1 or later.
- The commissioner of education and commissioner of human rights have determined the resident district's policies, procedures or practices are in violation of Title IV of the Civil Act (Minn. Stat. §124D.03, subd.7).

Will the student have priority in a lottery? No Yes, this applicant has priority based on the following:

- Sibling preference,
- Child of employee who is a Minnesota resident.
- MDE-approved Achievement and Integration with specific school choice plan involving the districts.
- City of Edina resident whose resident school district is not Edina Public Schools, seeking entry to the district.

APPROVED

APPROVED BUT WITH A NON-RESIDENT AGREEMENT for the upcoming year that is mutually agreed upon by both districts. Enrollment will continue in subsequent year as open enrollment provided that a lottery is not needed for the student's grade level in the first fall enrollment or the grade level has not been closed by board action. Students will be entered into lottery if one is held. (Non-resident district: keep documentation of the agreement. Districts may document agreement using Section 3 or another format of their choosing.)

STUDENT ASSIGNMENT SITE/PROGRAM:

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

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. Reminder: ECSE open enrollment applications cannot be denied base on special education program capacity. **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 Statewide Enrollment Options Instructions or Minn. Stat. § 124D.03, Subd. 3.
2. Statutory enrollment cap 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 specific expulsion reasons allowed in Law; Minn. Stat. § 124D.03, Subd.1

Non-resident district must notify resident district or last district of attendance. The non-resident district must notify the resident district by March 15 or 30 days later of the pupil's intent to enroll in the non-resident district. The same procedures apply to a pupil who applies to transfer form one participating non-resident district to another participation non-resident district.

NON-RESIDENT DISTRICT SIGNATURE: _____ Date _____
Superintendent / Responsible Authority

Office use only: Date: _____ E-Mailed to School District _____ Mailed to Parent(s): _____

Statewide Enrollment Options Instructions

The Statewide Enrollment Options Instructions are for use with the following application:

- General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (ECSE)
 - ECSE programs provide supports and services to infants, toddlers and preschool children with disabilities and their families.
 - This is the required application for all Minnesota school districts. Please use this application for inter-district K-12 open enrollment and inter-district enrollment in ECSE.

ECSE-eligible children: Families of a child determined eligible for ECSE services may choose to open enroll into a non-resident district for the provision of ECSE services. If this is your intention, apply using the General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education. Once your child is offered enrollment in the non-resident district, the IEP Team will determine the appropriate placement.

Application Deadline and Submission

January 15 deadline and exceptions: Applications must be sent to the non-resident district by January 15 in order to enroll in the following school year, unless:

- One or both districts has a Minnesota Department of Education Achievement and Integration plan, in which case there is no deadline and enrollment may begin at any time after notification of acceptance. (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
- The commissioner of education and the commissioner of human rights determine that the policies, procedures, or practices of a district are in violation of Title VI of the Civil Rights Act of 1964 (Public Law 88-352) or chapter 363A, any pupil in the district may submit an application to a nonresident district at any time for enrollment beginning at any time. (Minn. Stat. § 124D.03, subd. 7).

Instructions

Resident school district vs. non-resident school district: Open enrollment agreements are between one school district and another school district, not a school site. To determine your resident school district, go to the Minnesota Secretary of State's office website and enter your address. Contact information for all Minnesota public school districts can be found at MDE-ORG. You must include the reason why you are seeking to enroll in the nonresident district

Age requirements: Minnesota's age requirements for public school are age 5 by September 1 for kindergarten and not older than age 21 and without a high school diploma. (See Minn. Stat. § 120A.20, Admission to Public School, subd. 1). Special instruction and services must be provided from birth until July 1 after the child with a disability becomes 21 years old but shall not extend beyond secondary school or its equivalent, except as provided in section 124D.68, subdivision 2. (See Minn. Stat. § 125A.03 (b)). However, open enrollment is also available for younger children ages birth to 7 in Early Childhood Special Education, and in State-Funded Voluntary Pre-Kindergarten and School Readiness Plus.

Acceptance or denial of open enrollment: Students cannot be accepted or denied based on previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, or previous disciplinary proceedings (unless the child is currently expelled as the result of a previous disciplinary proceeding). A student's district of residence also cannot be used except in cases where the resident district and non-resident district are working together in an MDE- approved Achievement and Integration School Choice Program, or the enrollment involves city of Edina residents whose resident district is not Edina Public Schools. (Minn. Stat. § 124D.03, subd. 6).

Site or program preferences: Families may indicate preferences for school sites or programs within the district; if the preferred sites or programs are unavailable, districts will offer options at other sites/programs unless the grade level or open enrollment has been closed by board action. Families may apply in more than one district. If you wish to rank more than three sites/programs, attach the ranking to the application.

Currently expelled students: Non-resident districts may, but are not required to, reject applications from students currently expelled as defined in Minn. Stat. § 121A.45 and Minn. Stat. § 124D.03, subd. 1.

Notice of decision on the application: You can expect to receive an approval or disapproval from the non-resident district by February 15, or, when applying with a deadline exception (listed above). (Do not apply for statewide enrollment options further in advance than for the upcoming school year).

Lotteries: In situations where school districts have more applications than they can accommodate, the school district must hold lotteries to determine which students will receive spots. Statewide Enrollment Options lottery procedures must be approved by the local school board and posted on the school district's website. Before a general lottery, a priority lottery must be held for:

- Siblings of currently open-enrolled students;
- Students who are part of a Minnesota Department of Education approved Achievement and Integration plan;
- Children of district employees who are Minnesota residents; and
- Students who live in the City of Edina but whose resident school district is not Edina Public Schools and seek attendance there.

Application submission: Please use one application per student per requested district. Send the signed application to superintendent's office in the non-resident district. Do not send the application to the Minnesota Department of Education.

If your application has been accepted

Notify the non-resident district: Contact the non-resident district as to whether you are accepting the enrollment offer according to the following timelines:

- If you applied under the January 15 deadline, you need to respond by March 1.
- If you applied under a situation that allowed an exception to the January 15 deadline, notify the non-resident district no later than 45 days from when the seat is offered.

Visit the non-resident district office at least 10 days before the starting date to complete all enrollment applications.

Families of children with special needs: If your student receives special education services for K12 or if you are applying for Early Childhood Special Education, please contact the non-resident district as soon as possible after (not before) being offered an open enrollment spot in order to start the process of establishing an Individual Education Program for your child.

Transportation: You may contact the school district for information regarding transportation within its borders (Minn. Stat. § 123B.88, subd. 6; Minn. Stat. § 124D.03, subd. 8) **Obligation to attend at least one year:** By accepting an enrollment options offer, your student is obligated to attend the non-resident 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. If you move into another Minnesota non-resident school district, the student does not lose the seat but you do need to submit an updated Enrollment Options Form. Note: You do need to apply again for siblings but the siblings must be given a preference if open enrollment requests exceed available seats. **Notify your resident district if you seek to return by January 15:** To return to your resident district after one year in the new district, notify your resident district that you are returning by January 15 for the following fall. **If your Application has been denied** If your Application was denied: 1. Districts must indicate the provision in state law that applied. 2. Districts must report denied applications to the Minnesota Department of Education by July 15. 3. Districts may inform you that your application was rejected because you missed the January 15 deadline. In this case, you can ask your resident district to form a non-resident agreement with the nonresident district for the upcoming year. **Non-resident agreements:** Such agreement may be able to roll into a regular open enrollment for subsequent years. Districts are not required to enter into non-resident agreements. The Minnesota Department of Education has an application, School District Non-resident Agreement for Inter-district Enrollment, which districts can use for the agreement, or they may use another format. This application is the last page within the open enrollment application.