

# Board Policy

Code No. 501.5R1

## SCHOOL ATTENDANCE AREAS REGULATION

The following protocol is used for the placement of pupils: 1) Home Attendance Area, 2) Administrative Transfer, 3) Choice Enrollment, 4) Open Enrollment.

### **I. HOME ATTENDANCE AREA**

Based on existing policy, enrollment shall be opened to pupils in the present home attendance area first, then enrollment shall be open to pupils from other attendance areas. Transportation of pupils within their home attendance areas will be based upon the present transportation policy of the school district. The State Code, Section 285.1 states, "Elementary pupils shall be entitled to transportation only if they live more than two miles from the attendance center designated for attendance."

### **II. ADMINISTRATIVE TRANSFER**

When class size guidelines have been reached it may be necessary to administratively transfer a child to another elementary attendance center. Parents may also volunteer to enroll the child at an elementary attendance center other than their home attendance center at the request of the building principal.

Students who have been administratively transferred:

- a) Will have the option of attending the designated attendance center for the complete academic year;
- b) The sending attendance center principal will inform the parents of the elementary attendance center to which a child will be transferred;
- c) The parent will be contacted by the receiving principal (based upon date and time of registration of pupil) and informed should an opening be available in the home attendance center classroom. The first student moved out will be the first contacted to return. The parent may elect to leave the child at the assigned attendance center, return the child immediately to the home attendance center, or inform the principal their child will return to the home attendance center beginning the following academic year should an opening be available; and
- c) Will have transportation provided by the district.
- d) An administrative transfer student who desires to remain at the student's current attendance center the following year may do so provided the parent(s) notify the principal of the current attendance center prior to May 1.

### **III. CHOICE ENROLLMENT**

1. Parents, guardians, or custodians wishing to enroll children in an attendance center other than the designated home attendance center should be aware of the following:
  - a. The parent may request an elementary attendance center for placement;
  - b. Placement will be made on availability of space, and class size "equity" considerations in the District;
  - c. A pupil must attend a chosen attendance center for a complete academic year, unless that pupil's parent, guardian, or custodian moves;
  - d. Once the student has been placed in a building, that attendance center will be considered the "home attendance center" placement of the child for the student's remaining elementary school career;
  - e. A child living in the attendance area shall have a priority claim on the available space;

- f. The parent, guardian, or custodian must furnish necessary transportation; and
  - g. Student punctuality and attendance are the responsibility of the parent, guardian, or custodian.
2. **"CHOICE" Definition:**  
The attendance center is open (up to the limit of its enrollment capacity) to pupils from other attendance areas in the district, provided an application for enrollment has been approved by the administration.
3. **Requests for "CHOICE" transfers:**  
Application forms may be obtained each year at the elementary attendance center offices on or after the kindergarten round-up date. The completed form will then be returned to the principal of the attendance center where the student is now attending or is assigned to attend for the next school year.
4. **Approval of requests:**  
All "CHOICE" applications will be reviewed and processed by the elementary principals. Approval will be required from both the sending and receiving attendance centers in order to be eligible for "CHOICE" enrollment to another in-district elementary attendance center.

Requests shall be filed with the home attendance center building secretary who will note the date and time. Students will be assigned to attendance centers of their choice until these attendance centers have reached their capacity enrollments.

#### **IV. OPEN ENROLLMENT**

Please refer to Board Policy 501.15 and 501.15R, Open Enrollment as a Receiving District, for placement procedures regarding students who are open enrolled into the district.

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