

ENROLLMENT OPTIONS POLICY
(Policy will go into effect on January 26, 2006)

Attendance Area Enrollment Options

Students are automatically enrolled in the school that is designated for the attendance area where his/her parent or legal guardian resides. The District of Residence for students of parents who are divorced, legally separated or residing separately, who have joint physical custody, is designated by the students' parents. Students who reside within the boundaries of Anoka-Hennepin Independent School District No. 11 will be permitted to attend the schools of said district tuition free.

A student is considered a legal resident if they:

- are receiving their personal care, supervision and nurturing, emotional and financial support, such as is usually provided in a home, rather than for educational purposes.
- reside within the legal boundaries of the school district.
- are from age five on or before September 1 through completion of high school, but not beyond the twenty-first birthday except for students with disabilities.
- are from birth through completion of high school, but not beyond September 1 after the twenty-second birthday for students with disabilities.

If the residence of the parent or legal guardian changes from one District 11 attendance area to another during the school year, the student may remain enrolled in the same school until completion of the current school year. They are not eligible to return for the following school year.

High School. If the change in residence occurs after the student has completed the 10th grade year, the student may continue enrollment in the same school under Continued Enrollment of 11th and 12th Grade Students enrollment options (M.S. 124D.08, Subd 3).

Middle School. If the change in residence occurs after the student has completed the 7th grade year, the student may continue enrollment in the same school for completion of grade 8. They must attend the boundary assigned high school.

Elementary School. If the change in residence occurs after two consecutive years at the school and the student has remained with the same daycare provider while at that school, the student will be allowed to remain in that school until fifth grade.

If the attendance area is changed due to the boundary change process, exceptions to this policy may be made at the discretion of the School Board.

At any point where the residence area and assigned boundary area do not match, transportation of the student becomes the responsibility of the parent, guardian, or student. If space is available on a bus traveling to the school, the student may be picked up at a scheduled stop and ride this bus to the school, with corresponding transportation fees in effect.

A full-time employee who is a resident of the District may elect to have his/her children attend the school where they are assigned, coach or advise co-curricular activities.

When new residential building plats are approved by a city in the attendance area of a school that is currently at or near capacity, the Superintendent may recommend to the School Board a

change in the attendance area boundary for all or part of the plat to that of an attendance area of a school that can accommodate an increased enrollment. The School Board may adopt the new attendance boundary without conducting a boundary change process. Students living in existing residences in the newly platted area will be allowed to complete their experience at that school and will not be required to change schools.

Exceptions - Student Transfer Request

A student may be eligible to transfer from his/her attendance area to a school in another attendance area if it is the judgment of the Superintendent that the welfare of the student may be better served. Transfer is to be made only by completion of a formal application to the Principal of the school within the boundary area whose school a student is scheduled to attend. The two principals involved shall review the application to determine if the transfer is in the best educational interest of the student.

One of the following conditions must be met:

1. Attendance at a particular school may cause health problems for the student (mental or physical). A physician's statement regarding such problems shall accompany the request for transfer.
2. The student has educational needs which will not be met at a particular school. These needs should be identified, documented and an explanation made as to how the transfer will aid the student adjustment.

The following conditions must be met before a transfer may be considered:

1. Transportation of the student shall be the responsibility of the parent, guardian, or student. If space is available on a bus traveling to the school, the student may be picked up at a scheduled stop and ride this bus to the school, with corresponding transportation fees in effect.
2. Students will be allowed to transfer to another school only if space is available.
3. Students who transfer between schools shall meet the requirements of the Minnesota State High School League transfer rules.

Open Enrollment Options

Open Enrollment Defined

All Non-resident Kindergarten through twelfth grade students and Pre K students with disabilities (ECSE) may apply to attend an Anoka-Hennepin school (MS 124D.03).

Non-Resident Agreement Defined

- Agreement Between School Boards. MS 124D.08, Subd 1-2. School district may waive the open enrollment timelines and accept non-resident students for enrollment on a one year basis.
- Continued Enrollment of 11th and 12 Grade Students. MS 124D.08, Subd 3. Students who have completed grade 10 in Anoka-Hennepin may be accepted for continuation of grades 11 and 12.
- High School Graduation Incentives. MS 124D.68. Non-resident students enrolling in a State approved Alternative Learning Center.

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat 124D.03. It is the purpose of this policy to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

- A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building as established by school board resolution and provided that:
1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
 2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with [Minn. Stat. 124D.03](#).
 3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.
- B. Application. The student and parent or guardian must complete and submit an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education.
1. The application window is December 1, to January 15, for enrollment the following school year. Applications must be postmarked by midnight January 15, to be eligible for consideration.
 2. Assignments to schools will be made by February 15 and resident school districts will be notified by March 15.
 3. Parents/guardians must confirm the intent to enroll by March 1. This obligates the student to attend the new school for one year. Once enrolled, the pupil may remain enrolled in the district and is not required to submit annual or periodic applications.
- C. Approval/Disapproval
1. When the maximum number of applications exceeds the established maximum, approvals will be approved by random lot.
- D. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an Application for open enrollment:
1. previous academic achievement of a student;
 2. athletic or extracurricular ability of a student;
 3. disabling conditions of a student;
 4. a student's proficiency in the English language;
 5. the student's district of residence; or
 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F of this policy.
- E. Standards that may be used for rejection of application:

1. In addition to the provisions of Paragraph IIA, the school district may refuse to allow a pupil who is expelled under [Section 121A.45](#) to enroll during the term of the expulsion if the student was expelled for:
 - a. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, at school or a school function;
 - b. possessing or using an illegal drug at school or a school function;
 - c. or soliciting the sale of a controlled substance while at school or a school function; or
 - d. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
2. Administrator's initial determination. If a school district administrator knows or has Could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent or his designee with a recommendation of whether exclusion proceedings should be initiated.
3. Superintendent's review. The superintendent or his designee may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to [Minn. Stat. 124D.03](#) or [124D.08](#) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under [Minn. Ch. 260A](#), and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under [Minn. Stat. 120A.22](#), Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under [Minn. Stat. 120A.22](#), Subd. 8.

In-District Transfer Enrollment Options

In-District Transfer Defined

Enrollment for a student who is a legal resident of the Anoka-Hennepin School District in a school building other than the building assigned by district attendance boundaries.

I. PURPOSE

The school district desires to provide In-District Transfer enrollment options. It is the purpose of this policy to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the In-District Transfer option will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school in the district.

B. Application. The student and parent or guardian must complete and submit an Application for In-District Transfer.

1. The application window is December 1, to January 15, for enrollment the following for consideration.
2. Assignments to schools will be made by February 15 and schools will be notified by March 15.
3. Parents/guardians must confirm the intent to enroll by March 1. This obligates the student to attend the new school for one year.

C. Approval/Disapproval

1. When the maximum number of applications exceeds the established maximum, approvals will be made by random lot.

D. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an Application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;

E. Standards that may be used for rejection of application:

1. In addition to the provisions of Paragraph IIA, the school district may refuse to allow a pupil who is expelled under **Section 121A.45** to enroll during the term of the expulsion if the student was expelled for:
 - a. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, at school or a school function;
 - b. possessing or using an illegal drug at school or a school function;

- c. or soliciting the sale of a controlled substance while at school or a school function; or
- d. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- e. student's discipline history.

F. Termination of Enrollment

1. The school district may require the In-District Transfer student to return to their attendance area assigned school at the end of the school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under [Minn. Ch. 260A](#), and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under [Minn. Stat. 120A.22](#), Subd. 8.
2. The school district may also terminate the In-District Transfer enrollment of a student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under [Minn. Stat. 120A.22](#) , Subd. 8.

Anoka-Hennepin School Dist. No. 11
Coon Rapids, MN 55433
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