

Student Information

Statewide Enrollment Options Form

Required form for all Minnesota school districts

Section 1: To be completed by one or both of the student's parents or guardians

PARENTS: email, mail or fax this form to the superintendent's office of the non-resident district where you would like your students to attend school. Complete one form per child per district to which you are applying. Do not mail to the Minnesota Department of Education (MDE). See separate instructions for important January 15 deadline information that may apply. Parents must currently live in Minnesota to submit this form.

Student Name: Last First: Full Middle: Will the student be at least age 5 and under age 21 by September 1 of the enrollment year? for

☐ Yes ☐ No. If no, do not use this form unless the nonresident district has already qualified your student f early entrance to kindergarten. A separate enrollment options form is available for early childhood special education and open enrollment into voluntary pre—kindergarten programs.					
Student's resident school district name:					
District #:	City:				
District of choice (non-resident school district) name:					
District #:	City:	Mail, fax or e-mail contact:			
Student's current grade level:	Grad	de Level Desired:			
Please rank the schools in the non-resident district that serve the desired grade level, in order of preference:					
1. 2.		3.			
Special Situations					

☐ Sibling preference: student has a sibling currently open-enrolled in this non-resident district.

\square Employee child preference employee of the non-reference \square		has parent or legal guar	dian who is a Minnesota resident who is an
☐ Family move: The student waiving deadlines.	udent's resident	district changed after D	ecember 1 prior to the school year requested,
•	-		ion 121A.45 for a reason listed in Minnesota not require the nonresident district to deny the
	·	but the resident school nt in Edina Public School	district for the student's Edina home is not Edina s.
•	_		trict that receives Achievement and Integration now the answer to this: \Box
Parent/legal guardi The student must live			ho lives in Minnesota.
Minnesota parent/gu	uardian 1		
Last Name:	First Name:	MI:	
Phone: Home: (xxx-xxx	-xxx)	Work: (xxx-xxx-xxxx)	Cell: (xxx-xxx-xxxx)
Street Address:			
City:	State: MN	ZIP:	
Parent/guardian 2:			
Last Name:	First Name:	MI:	
Phone: Home: (xxx-xxx	-xxx)	Work: (xxx-xxx-xxxx)	Cell: (xxx-xxx-xxxx)
Street Address:			
City:	State:	ZIP:	
□Student does not hav	e two parents/g	uardians.	
Physical signature of	of at least one	parent/guardian is	required
I hereby verify that the	above informati	on is true and correct to	the best of my knowledge and belief.
Signature of parent/legal guardian 1:			Date:
Signature of parent/leg	Date:		

IMPORTANT NOTE: 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 such as special needs.

Section 2: To be completed by the non-resident district

Non-resident district: Notify parents/guardians in writing 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. If rejected, you must let families know legal reason for denial.

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 counts of rejected applications and reasons to the Minnesota Department of Education by July 15.

Date Application Recei	ved:					
District Name:	District Number:	District Contact Name:	Title:			
Phone (xxx-xxx-xxxx):						
Does the January 15 deadline apply? ☐ Yes ☐ No, because: ☐ One or both districts receive Achievement and Integration funding from MDE. ☐ Family moved to resident district on December 1 or later.						
Will the student have processing:	oriority in a lottery?	☐ No ☐ Yes, this applica	nt has priority based on the			
 ☐ Sibling of currently open-enrolled student in this district. ☐ MDE-approved Achievement and Integration school choice plan. ☐ Child of Minnesota resident who is a district employee. ☐ City of Edina resident whose resident school district is not Edina Public Schools, seeking entry to the district. 						
☐ APPROVED						
☐ APPROVED BU	T WITH A NONRESI	DENT AGREEMENT for	upcoming year that is mutually			
- ' '	istricts. Enrollment will on tation of the agreement		s as open enrollment. (Nonresident			
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 the request for open enrolln in Minnesota Statutes, section 124D.03. Check all that apply.	nent because of the following reason(s) allowed
\Box The January 15 deadline applies and was not met; situations to present. See Statewide Enrollment Options Instructions or Minne	
☐ Statutory enrollment cap has been reached. (Minn. Stat. § 124	•
\square Grade is closed district-wide by board action. (Minn. Stat. § 12	4D.03, subd. 2 and subd.6)
$\hfill\square$ District has denied the application because of specific expulsion	n reasons allowed in law. (Minn. Stat. §
124D.03, subd.1)	
NON-RESIDENT DISTRICT SIGNATURE:	
Name of Superintendent/Responsible Authority Date:	

NOTIFICATION TO RESIDENT DISTRICT

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

DISTRICTS MAY NOT MODIFY THIS FORM, ADD DATA FIELDS OR CREATE ALTERNATIVE FORMATS

Statewide Enrollment Options Instructions

GENERAL INFORMATION AND INSTRUCTIONS: Kindergarten through 12th-grade students (including 12th grade transition services) may apply to attend a public school outside of their resident district (Minn. Stat. § 124D.03) as long as the parent or legal guardian is currently living in Minnesota and the student is requesting to attend a regular Minnesota public school district. This Enrollment Options Program is not for inter-state transfers, Minnesota charter schools, or enrollment into a Minnesota alternative school for at-risk students. Use one application form per student per requested district. Complete and sign Section 1 of the Statewide Enrollment Options Form and send to the non-resident district's superintendent's office. Please do not send the form to the Minnesota Department of Education.

General age requirements are ages 5-21 (without high school diploma). Age 5 is by September 1 of enrollment year. Only use this form for early entrance to kindergarten if you have already received approval from the nonresident district to an early enrollment for your child. A separate Enrollment Options Form is available for families seeking to enroll their child in an Early Childhood Special Education program or state-funded voluntary pre-kindergarten.

Deadline. 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, other unusual situations apply under Minnesota Statutes, section 124D.03, subdivision 7.

Acceptance or denial 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 unless the resident district and non-resident district are working together in an MDE- approved Achievement and Integration School Choice Program. (Minn. Stat. § 124D.03, subd. 6.) or the enrollment involves city of Edina residents whose resident district is not Edina Public Schools.

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

Do not disclose specific special needs of students on the Statewide Enrollment Options Form; provide this information after an enrollment spot is offered.

Currently expelled students: Non-resident districts may, but are not required to, reject applications from students currently expelled as defined in Minnesota Statutes, section 121A.45, and Minnesota Statutes, section 124D.03, subdivision 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 through the waived deadlines for Achievement and Integration districts, 90 days after applying for the current or upcoming school year. (Do not apply for statewide enrollment options further in advance than for the upcoming school year.)

Lotteries: School districts that have more applications than they can accommodate must hold lotteries to determine which students will receive spots. 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. Statewide Enrollment Options lottery procedures must be approved by local school board and posted on the school district website.

If the non-resident district notifies you that your application has been accepted:

Notify the non-resident district as to whether you are accepting the offer of enrollment by March 1, or, if you applied under a no-deadline situation, 45 days after notification. The non-resident district must notify the resident district that your student is changing enrollment by March 15 (or 30 days after notice from you that you are accepting the enrollment if the January 15 deadline did not apply). Visit the non-resident district office at least 10 days before the above starting date to complete all enrollment forms.

Parents or guardians of students with special needs: please contact the district about creating an Individualized Education Program (IEP) team as soon as possible after accepting an offer of enrollment in a non-resident district.

Transportation: The school district will give you information regarding transportation if you request it from a bus stop in that district. (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 enrollments requests exceed available seats.

Notify your resident district if you seek to return: 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 was denied, districts:

- (1) Must indicate the provision in state law that applied.
- (2) Must report denied applications to the Minnesota Department of Education by July 15.
- (3) 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 non-resident district for the upcoming year and such an agreement may be able to roll into a regular open enrollment for subsequent years. Districts are not required to enter into nonresident agreements.