



## General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education

The *General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education* 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 Early Childhood Special Education (ECSE). Please use the *Statewide Enrollment Options Application for State-funded Voluntary Pre-Kindergarten and School Readiness Plus* for voluntary pre-kindergarten or school readiness plus open enrollment.

For priority consideration, complete this application and send it to the Superintendent's Office in the non-resident District by **January 15** before the first fall enrollment. Please do not send this application to the Minnesota Department of Education. Use one application per student per requested district.

Applications received after the January 15 deadline may qualify for exceptions to deadline or, if not, districts may voluntarily agree to allow enrollment through a voluntary *School District Non-resident Agreement for Interdistrict Enrollment*.

**IMPORTANT NOTE: Do not disclose other information to the non-resident district until a seat is offered in writing. At that point, the district will request information such as special needs, birth date, race, ethnicity, academic and other records.**

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

PARENTS/GUARDIANS: 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. Complete one form per child per district to which you are applying. Do not mail to the Minnesota Department of Education (MDE). Parents must currently live in Minnesota to submit this form.

#### When are you seeking to enroll your child?

Immediately

Not immediately, but sometime during the current school year





## 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. Reminder: ECSE open enrollment applications cannot be denied solely due to lack of capacity to provide special education services. (See Minn. Stat. § 124D.03, subd. 6).

**Please expedite any requests for open enrollment into Early Childhood Special Education Services.**

Families must accept or decline the offer by March 1 or 45 days after notification that their application has been approved. 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. Districts must report all counts of rejected applications and reasons to the Minnesota Department of Education by July 15 or each year.

**Date Application Received:**

**District Name:**

**District Number:**

**District Contact Name:**

**Title:**

**Phone:**

**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.

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 Rights Act (Minn. Stat. §124D.03, subd.7).

**Will the student have priority in a lottery?**      No      Yes, based on:

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 upcoming year that is mutually agreed upon by both districts. Enrollment will continue in subsequent years as open enrollment provided that a lottery is not needed for the student's grade level in the first fall enrollment

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

**Updated 05/18/2018**

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 the request for open enrollment because of the following reason(s) allowed in Minnesota Statutes, section 124D.03. Reminder: ECSE open enrollment applications cannot be denied based on special education program capacity. Check all that apply:

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 Minnesota Statutes, section 124D.03, subdivision 3.

Statutory enrollment cap has been reached. (Minn. Stat. § 124D.03, subd.2)

Grade is closed district-wide by board action. (Minn. Stat. § 124D.03, subd. 2 and subd.6)

District has denied the application because of specific expulsion reasons allowed in law. (Minn. Stat. § 124D.03, subd.1)

### **NOTIFICATION TO RESIDENT DISTRICT**

**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 from one participating non-resident district to another participating non-resident district.

**Name of Superintendent/Responsible Authority:**

**Signature:**

**Date:**