

SUGAR-SALEM SCHOOL DISTRICT No. 322
OPEN ENROLLMENT POLICY #: 3010 FORM
(TO BE POSTED ON THE DISTRICT WEBSITE)



STUDENTS

3010F

Open Enrollment Procedures

Open Enrollment Application forms or guidance documents are available **on the District's website**. Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their current school. {For example, a 1st grade student attending Central Elementary wants to be enrolled at Sugar-Salem Online School would need to follow these procedures to be considered for acceptance.}

The application, together with the student's cumulative record, special education file, IEP, or other applicable documents, if any, shall be submitted to the receiving district and/or in district school ***no later than February 1 for enrollment during the following school year***. The District will not admit any student prior to viewing that student's records from their previous school districts.

Application for District Students

For students who reside in the District, the parent/guardian shall complete the Open Enrollment Application form and submit it to the principal of the school they wish to attend (receiving school).

This application can be found here and on the district website.

<https://powerschool.sugarsalem.org/public/formbuilder/form.html?formid=122508>

☰ Instructions for Application for District Students

Application for Out-of-District Students

For students who reside outside the Sugar-Salem Joint School District #322 boundary, the parent/guardian shall complete the Open Enrollment Application form procedures which will automatically submit it to the principal of the school they wish to attend (receiving school).

This application can be found here and on the district website.

<https://powerschool.sugarsalem.org/public/formbuilder/form.html?formid=122508>

☰ Application for Out-of-District Students

Application for Returning Out-of-District Students

For students who reside outside the Sugar-Salem Joint School District #322 boundary and have attended school within a district school and wish to continue, the parent/guardian shall notify of the district by logging into powerschool and clicking on the forms link and selecting the out of district form and filling out the data.

 **Application for Returning Out-of-District Students**

Decision Regarding Application

Please see District Policy # 3010 and District Procedure #3010P to understand timelines, expectations, etc pertaining to the processes of the application process.

Procedure History

Promulgated on: August 2023

Revised on:

Reviewed on: