

5004 Open Enrollment

Nonresident students and parents may apply for enrollment within the school district. Resident students may also apply for enrollment at an attendance center different from that to which the student is assigned. The school board or its designee will grant nonresident requests for transfer into the district and resident requests within the district unless the transfer would result in an inability to provide a quality educational program.

Criteria for Determining Eligibility. When determining eligibility, the school district will analyze the capacity of the applicable program, class, grade level, and school building. The school district will also consider pupil/teacher ratio. Openly enrolled students may only participate in extracurricular activities if they also enroll in classes full-time, in accordance with board policy.

For the purposes of this policy, the definition of “capacity” encompasses more than strictly class size, and may include capacity of particular extracurricular programs, in accordance with state law.

The school district will consider requests in the order received, but will prioritize requests for students who have siblings enrolled in the school district. No student currently under suspension or expulsion from another district may open enroll into the school district.

Capacity Guidelines. The school district will use the following guidelines to the extent practicable when analyzing requests:

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT 26-27	NO. OF OPTION STUDENTS
Pre-K	19/28	15	1/0
Kindergarten	26/40	22	1/14
First	23/40	26	2/1
Second	22/40	23	1/2
Third	29/40	23	2/11
Fourth	33/40	31	2/7
Fifth	31/40	34	3/9

Sixth	33/40	31	4/7
Building Capacity, Elementary	308	205	16
Seventh	40	34	0/10
Eighth	40	43	2/0
Building Capacity, Middle School Attendance Center	80	73	2
Ninth	40	21	1/19
Tenth	40	36	1/4
Eleventh	40	31	2/9
Twelfth	40	32	2/8
Building Capacity, Sr. High School Attendance Center	160	120	6
Total District Numbers	548	398	24

- The District may deny applications to a program where it already has insufficient capacity to serve resident students who wish to participate.

Requests for Multiple Students in the Same Family. Requests from two or more nonresident students from the same family who reside in the same household will be approved or denied as a unit. The school district will not deny such requests if doing so would result in children in the same household attending different school districts. The school district may deny requests for a student in need of special education services if the school district is unable to provide an appropriate instructional program and facilities, including transportation, regardless of whether the school district accepts a request from a student in the same household.

Request Procedure. The superintendent must receive requests from before the last Friday in September for the Fall semester and before the last Friday in January for the Spring Semester. Approvals occurring after the Fall deadline will take effect the following semester, while approvals after the Spring deadline will take effect the following school year.

These deadlines do not apply if the student is seeking to openly enroll in an alternative school, the student enrolls in another district after the deadline, or the superintendent determines special circumstances exist to justify transfer after the deadline.

Requests must be submitted on the forms attached to this policy. The superintendent will notify the applicant and resident school board of acceptance or denial within five days of making the decision. The applicant can withdraw the request prior to approval with written notification to the superintendent. Once approved, the student is obligated to attend school within the school district unless they apply for another transfer or change residence. Annual reapplication is unnecessary once the school district has approved a request.

Appeals of Requests. A parent, guardian, or student may appeal the decision of the superintendent to the Board of Education. The Board of Education's decision may be appealed in state circuit court.

Requests for Students Receiving Special Education Services. The school district may only grant such transfers if it obtains and reviews copies of all of the student's relevant special education records from the resident district. The school district must also communicate with the student's parent or guardian and representatives from the resident district regarding the student's special education and related service needs prior to accepting a request.

If based on the records review and said communications the school district determines it is able to provide an appropriate instructional program, including transportation, to meet the student's needs, it may accept the request. If the school district is unable to make such a determination, it will convene a meeting of the student's individual education program with representatives from both districts to determine whether the school district can provide an appropriate instructional program if necessary.

The school district may deny a request from a student receiving special education services under the standard eligibility criteria. It may also deny a request if the student's individual education program team (consisting of representatives from both districts) determines the school district is unable to provide an appropriate instructional program, including transportation.

If the school district accepts a request from a student receiving special education services, it is responsible for providing the student a free appropriate public education. If after acceptance of the request the student wishes to return to the original district, it must apply for open enrollment in accordance with that district's policies.

Any request by a student receiving special education services which does not indicate the student is receiving such services is void.

Returning to Resident District. If a student who has open enrolled into the district wishes to return to the resident district, the student must notify both school boards of the student's intent to return no later than August 1.

Transfer Credits. The school district will accept credits for any course completed in any other accredited school district as a result of an accepted transfer request. The school district will only award a diploma to a student who satisfactorily meets its graduation requirements.

Tuition. The school district will charge tuition to any student enrolled under this policy if that student is not entitled to free school privileges under Nebraska law, including those not residing in Nebraska. Tuition will be paid in advance monthly, in an amount to be decided at the annual meeting of the Board of Education in July. Payment in full is due to the central office of the district on or before the first day of classes each semester. The tuition fee may be changed by the board of education prior to any semester with or without notice to the out-of-state student's family or resident school district.

Adopted on: June 17, 2024

Revised on: _September 16, 2025_____

Reviewed on: _____