CAMBRIDGE SCHOOL DISTRICT #432

Open Enrollment Application

Date: _____
Requested School: _____
Current School: _____

Student Information	
Student Name Last First	School year for request:
Grade	Date of Birth
Street Address	City Zip Code
Parent/Legal Guardian Name	Home Phone
Parent/Legal Guardian Email	Cell Phone

Reason for student transfer: _____

_____

Is your student enrolled in any special services?

IEP: YES _____ NO _____ 504: YES _____ NO _____ Other: _____

Has your student had a history of attendance infractions within the past three years? YES ___ NO ___

Has your student had a history of disciplinary infractions within the past three years? YES ___ NO ___

Are the attendance/disciplinary infractions related to a disability? YES ___ NO ___

Please explain attendance and/or disciplinary infractions: _____

_____

Will your student participate in IHSAA sanctioned activities? YES _____ NO ____

If yes, which sport/activities: _____

Considerations:

- If the student participates in any athletic program governed by IHSAA, he/she may not be eligible to participate at the new school. The parent or guardian should check IHSAA rules before submitting an application.
- The transfer request is not complete until the resident school has released the student, submitted the request to the requested school and it has been accepted. The student should remain enrolled in the resident school until there is an effective start date at the requested school.
- The district will notify parents of acceptance and the effective start date or denial.
- Transportation of open-enrolled students is the responsibility of the parent/guardian.

Decision-Making Criteria, Revocation, and Appeals:

Space Availability

All applications will be considered on a space-available basis. The district will use their maximum enrollment to determine the space availability according to the state law and district policy.

When there is a transition from one school to another, such as elementary school to middle/junior high school, a new application is required due to different capacity limits.

Attendance and Disciplinary Infractions

Open enrolled students are expected to follow all discipline and attendance policies and regulations applicable to all Cambridge School District students. Failure to meet these conditions may result in revocation of this Open Enrollment transfer and return to his/her resident school.

Appeals

Appeals of an administrator's denial or revocation of open enrollment for students wanting to attend Cambridge School District will be directed to the district's Board of Trustees for administrative review. The appeals process will follow the district's policy and process for appeals and must be aligned to Idaho Code 33-1410.

Acknowledgements:

- I certify the information provided is accurate and complete.
- I understand the approval of this request shall be dependent upon the acceptance and rejection standards stated in the district's policy, and revocation of this transfer may occur in accordance with the conditions listed in the district's policy. This includes over-enrollment within the first two years of the transfer.
- I understand my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand I am responsible for providing transportation to and from school for my student.
- I understand the transfer can be revoked at any time if there are attendance or discipline issues.
- I understand I must complete the Intent for Re-enrollment each year in order to continue to attend the school.
- I have requested the transfer of my student's records from _____ district to Cambridge School District.

I have read the school district policies and procedures on Open Enrollment and hereby request that my son/daughter be permitted to attend the requested schools.

Parent/Legal Guardian Signature _____ Date _____

Student Signature (6-12 only) _____ Date _____

For District/School Use Only
Date application received by the district:
Receiving Administrator's Comments:
Receiving Administrator's Signature and Date:
Transfer request: Approved _____ Denied _____ Reason for denial: _____
Date of Parent Notification: