

Adopted: December 17, 2007

Sartell-St. Stephen School District 748

Revised: December 18, 2023

Reviewed: September 15, 2014

509.1 PROCEDURES FOR ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. 124D.03. It is the purpose of this policy to set forth the procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

The District limits the enrollment of nonresident students to a number not less than one percent of the total enrollment at each grade level in the school district. The one percent shall be made up of the following:

- A. A student and siblings may, under circumstances approved by the Superintendent of Schools, continue enrollment in the District if the family moves from the District and enrollment is continuous. Should continuous enrollment be severed, the student and siblings no longer qualify for enrollment in the District. To qualify under this provision, a student must have been a full time student in the district for a minimum of one complete school year prior to the year of open enrollment status. Parents can appeal compelling situations to the Superintendent of Schools. The Superintendent's ruling is binding.

- 1. A sibling is defined as biological, adopted, half or step.
 - 2. Proof of marriage license and legal adoption certificates/paperwork will be required.

Note: So long as the student meets the eligibility requirements of Policy 509, III, A (Open Enrollment Process)

- B. Dependent children of District employees may be enrolled as non-resident students. To be considered an employee, one must be employed full time by the District or be casually used as a substitute for a regular employee for a minimum of fifteen days in the year prior to the submission of the open enrollment request.
- C. Dependent children of parent(s) or guardian that have bona fide intentions of residing in the district during the school year as evidenced by one or more of the following:
 - 1. Signed, legal closing papers of a residential property to be occupied by the parent or guardian, and student within the boundary of the District. Closing must have occurred prior to enrollment.

2. A signed, legal rental agreement of an existing residence to be occupied by the parent or guardian, and student within the boundary of the District covering the complete period of enrollment.
 3. A signed purchase agreement with a closing date of 90 days from the date of enrollment with a substantial earnest money deposit that may be forfeited if the closing does not occur within 90 days of enrollment.
- D. Children whose parents have joint custody and actually reside with a parent living within the District for a minimum of forty percent of the time.
- E. All other enrollment is reserved for resident students only. The parent and/or legal guardian must be a bona fide resident of the Sartell-St. Stephen School District at the time of enrollment. Proof of residency is required. Accepted as proof are:
1. A property tax statement stating the residence of the student's parent(s) or guardian in which the student is residing is within the boundaries of the District
 2. Copies of current utility bills stating the name and address of the parent or guardian showing residency within the boundary of the District
 3. Should the residency of a student be in doubt or questioned, a property tax statement stating the residence is within the District shall be the only conclusive evidence of the residency of students of the district
- F. The District will only provide transportation services to open enrollment students when the student can be picked up and delivered at an existing bus stop within the District that is on an existing transportation route servicing resident students.

Legal References: Minn. Stat. 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. 124D.03 (Enrollment Options Program)
Minn. Stat. 124D.08 (School Board Approval to Enroll in Nonresident District)

Cross References: Sartell-St. Stephen District Policy 509 (Enrollment of Nonresident Students)