



*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 Wallace 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 Wallace 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 to 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 \_\_\_\_\_ 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 request schools.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature (6-12 only) \_\_\_\_\_ Date \_\_\_\_\_

<b>For District/School Use Only</b>
Date application received by the district:
Receiving Administrator’s Comments:
Receiving Administrator’s Signature and Date:

**For District/School Use Only**

Date application received by the district:

Transfer request: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason for denial: \_\_\_\_\_

Waitlist: Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_

Date of Parent Notification: