

SERIES 400 STUDENTS

Administrative Rule 423.1

PROCEDURES FOR DEALING WITH PART-TIME OPEN ENROLLMENT APPLICATIONS

If a student is attending school in a school district other than the student's resident school district pursuant to a whole grade sharing agreement, that school district and school board shall be treated as the "resident school district" and "resident school board" for purposes of administering Policy 423.1 and Administrative Rule 423.1 unless any state law, administrative procedure, or District policy or procedure provides otherwise.

Nonresident Student Applications

1. The parent(s)/guardian(s) of a public high school student enrolled in another school district wishing to take a course(s) in the Marshall Public School District (District) shall submit the required application to the District no later than 6 weeks prior to the scheduled start of the course(s). The Superintendent or designee shall send a copy of the application to the student's resident school board within 3 working days.
2. Criteria for accepting and rejecting applications from nonresident students shall be the same for entry into the course as those that apply to resident students, except that preference shall be given to resident students.
3. If the District receives more nonresident student course applications than there are spaces available, the Superintendent or designee shall determine which students to accept on a random basis.
4. No later than one week before the course begins, the District shall notify in writing the student and his/her resident district of acceptance/rejection. This notice is timely if post-marked at least 3 calendar days before the date on which the notice is required to be received by the parent/guardian. If the application is accepted, the notification shall include the name of the school the student may attend and a clarification that the enrollment is valid only for the coming semester, school year, or other session in which the course(s) will be offered. If the application is rejected, the notice shall include the reason for the rejection. In addition, the District shall provide notice to the parent/guardian that the decision may be appealed to the Department of Public Instruction within 30 calendar days, and the District shall send a copy of the application, including the notice of denial, to the resident school board.
5. After receiving notice of acceptance and at least one weekday prior to the course starting date (excluding state holidays), the nonresident student's parent(s)/guardian(s) must provide written notice to his/her resident school board and the District of the student's intent to attend the course. After the parent/guardian has notified the nonresident school district that the student will attend the course, or after the parent/guardian notifies the nonresident school district that the student will not attend the course, or if the student fails to attend the course, the nonresident school district shall promptly notify the resident school district.

Resident Student Applications

1. Upon receipt of a copy of a resident student's application to attend a course(s) in another school district, school office staff shall forward it to the Superintendent or designee for review and action.
2. All applications received shall be reviewed using the criteria outlined in Board policy. If the application is rejected, the applicant's parent(s)/guardian(s) and the nonresident school district to which the application was made shall be notified, in writing, that the application has been rejected. This notification shall be made no later than one week prior to the date the course is scheduled to commence and shall include the reason(s) for the rejection. This notice is timely if post-marked at least 3 calendar days before the date on which the notice is required to be received by the parent/guardian.

The Superintendent or designee shall determine whether or not the course(s) satisfies District graduation requirements. If it is determined that the course does not satisfy District graduation requirements, the applicant's parent(s)/guardian(s) shall be notified of that fact no later than one week prior to the date the course is scheduled to commence. This notice is timely if post-marked at least 3 calendar days before the date on which the notice is required to be received by the parent/guardian.

3. If the application is rejected, the District shall provide notice to the parent/guardian that the decision may be appealed to the Department of Public Instruction within 30 calendar days, and the District shall send a copy of the denial to the nonresident school board.

Disciplinary Records

The resident school board shall provide to a nonresident school board to which a student has applied under this policy, upon request by that school board, a copy of any expulsion findings and orders, a copy of records of any pending disciplinary proceeding involving the student, a written explanation of the reasons for the expulsion or pending disciplinary proceeding, and the length of the term of the expulsion or the possible outcomes of the pending disciplinary proceeding.

Low-income Assistance

The parent(s)/guardian(s) of a student who is attending a course in a public school in a nonresident school district under this policy may apply to the Department of Public Instruction for reimbursement of the costs incurred by the parent(s)/guardian(s) for the transportation of the student to and from the student's residence or school in which the student is enrolled and the school at which the student is attending the course if the student and parent(s)/guardian(s) are unable to pay the cost of such transportation. Any claim for reimbursement of transportation costs must be submitted using a transportation reimbursement form by July 15 following the school year in which the transportation was provided.

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