

Open Enrollment Procedures 2022-2023 School Year

For the 2022-2023 school year only, Board Policy 7:30 Student Assignment and Intra-District Transfer, is suspended and the following procedures will apply concerning student assignments to school buildings.

1. The School District is divided into school attendance areas based on established boundary lines. The boundary lines for the 2022-2023 school year were adopted by the Board of Education on February 23, 2022.
2. For the 2022-2023 school year, students will be tentatively assigned to attend the school building based on the established attendance area boundary lines.
3. Parents/Guardians shall have the option to request that their child(ren) be transferred to a different school building for the 2022-2023 school year. The parent/guardian must complete and submit a transfer request form to the Superintendent's office between March 1, 2022 and April 15, 2022. Requests will be time stamped and processed in the order they are received. No transfer request will be considered or granted after the April 15th deadline.
4. For new students that enroll after the start of the 2022-2023 school year, the parent/guardian must complete the transfer request form at the time of enrollment if they want their child(ren) to attend a school building outside their designated attendance area based on established boundary lines.
5. All transfer request forms that are submitted timely will be processed as follows:
 - a. A transfer request form submitted by a parent/guardian to change the school building assignment of a child with an IEP will be evaluated by the child's IEP team. The IEP team shall approve or deny the request. However, no transfer shall be granted if it would cause the District to violate special education class size limitations (23 Ill. Admin. Code 226.730); special education facilities requirements (23 Ill. Admin. Code 226.720); or special education work load limitations (23 Ill. Admin. Code 226.735); or any other state or federal regulations related to special education.
 - b. All other transfer request forms will be reviewed and approved and/or denied by the Superintendent. The Superintendent is authorized to deny a transfer request for the following reasons:
 - i. The transfer would create an inequitable distribution of students between grade level sections.
 - ii. The transfer would require the District to create a new grade level section.

- iii. The transfer would not be in the best interest of delivering educational services to students.

- 6. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

- 7. These procedures do not apply to transfers mandated under the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

- 8. These procedures shall only apply to the 2022-2023 school year. Thereafter, Board Policy 7:30, Student Assignment and Intra-District Transfer, shall be in full force and effect.

Board Approved: February 23, 2022