

**ARLINGTON PUBLIC SCHOOLS**

**REQUEST for OPEN ENROLLMENT PACKET**

**Date:** \_\_\_\_\_

*Request for a transfer to a school out-of-district according to the School Committee Policy of Open Enrollment \**

**For School Year:** \_\_\_\_\_

**School District, (where student presently lives):** \_\_\_\_\_

**School Presently Attending:** \_\_\_\_\_

**Grade for Next School Year:** \_\_\_\_\_

**I am requesting that my (son/daughter) Name:** \_\_\_\_\_

**Attend the \_\_\_\_\_ School for the following reasons:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_

(Please Print)

**Address:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Telephone #:**

**(Home)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Please Return To:      Wallis Raemer  
Interim Assistant Superintendent  
Arlington Public Schools  
P. O. Box 167  
Arlington, MA 02476**

**\*See Attached Open Enrollment Policy JCA Paragraph 3, Page 1 Suspended  
May 10, 2011 – Approved by School Committee June 14, 2011**

## **OPEN ENROLLMENT**

When enrollment at a grade level is not at maximum capacity as defined by the School Committee (see below), families wishing to apply for registration in a school other than the one in their home district may apply for transfer under the Open Enrollment Policy. However, if the student attends a school Identified as Needing Improvement, the regulations pursuant "No Child Left Behind" shall be In effect and shall supercede this Policy for those students.

Any child accepted for open enrollment shall be considered to be associated with the receiving school through grade 5 and will not be required to reapply in subsequent years, except when the Arlington Public Schools are redistricting, in which case all open enrollments shall be rendered null and void for the following year. Any such child wishing to return to his or her home district must apply as an open enrollment student and will be subject to the terms of the Open Enrollment Policy.

**\*New requests for open enrollment received before June 15th will be responded to by June 30th. No open enrollment requests will be granted during the summer. Applications received during the summer will be acted upon not later than October 1.**

[Deadline for open enrollment applications is August 5, 2011.](#)

If the numbers in June are in doubt, open enrollment decisions will be withheld until September of the following year. In September, requests not granted in June will be considered after an accurate student enrollment count is determined. If the numbers are still too high as of October 1, then the request for open enrollment will be denied for that year.

Enrollment within the district may exceed 21 students per kindergarten class for "home district" students, but enrollment may not exceed 21 due to open enrollments in a kindergarten class (42 for two classes, 63 for three classes, etc.). For purposes of evaluating open enrollment capacity in June, enrollment may not exceed 19 (38, 57, etc.) students per kindergarten class, subject to a review of actual enrollment in September.

In grades 1 through 5, enrollment within the district may exceed 23 "home district" students per class, but enrollment may not exceed 23 due to open enrollments. For purposes of evaluating open enrollment capacity in June, enrollment may not exceed 21 students per class in grades 1 through 5, subject to a review of actual enrollment in September. If there are 21 children or above enrolled in a class, consideration for open enrollment will not be made in June, and final determination will be made when the number of students stabilize, not later than October 1.

If openings exist in any classroom, K-5, then first priority will be given to siblings of students already enrolled in the school. When there are more applicants for positions than there are actual openings, students other than siblings will be selected by lottery. In the event that sibling requests exceed the number of actual opening, such students will be selected by lottery and no applications from non-siblings will be considered.

Families of students attending school pursuant to this Open Enrollment Policy shall be responsible for providing transportation to and from school and must agree to stay in the chosen school until the end of the school year

The Assistant Superintendent for Curriculum and Instruction shall be responsible for publicizing this deadline and policy. All open enrollment application forms shall include the full text of this policy.

If, after the first Monday in October, a student's residence is changed from one school district to another within the town, the student may transfer to the school in his or her new district of residence; or the student may remain in the school in the district of his or her previous residence for the remainder of the school year only, at the option of the students' parents or guardians.

RELATED POLICIES: FA/FB/FBB Facilities Planning Enrollment Projections

REVISED AND UPDATED JS 3/18/2009

Approved by School Committee 4/14/2009

Approved to amend May 10, 2011

Approved to amend June 14, 2011

**\*Arlington School Committee voted on May 10, 2011 to suspend Paragraph Three on page one of JCA Open Enrollment Policy.**

**\*\*Arlington School Committee voted June 14, 2011 to continue to direct the Superintendent to keep the suspension of paragraph three of policy JCA and to add applications are due by Friday, August 5<sup>th</sup> and to give authority to Superintendent or her designee to look at applications for open enrollment and if to equalize class size and give authority to Superintendent or her designee authority to grant Open Enrollment requests, in order to relieve class size in the sending school and/or to support more equitable class size in the district.**