

**SPACE AVAILABILITY GUIDELINES**

In the event that the Board establishes space availability limitations for open enrollment for any applicable application time period, the Board may choose to use the following grade/class-level capacity guidelines, or the Board may use updated or more specific guidelines if, in the Board’s judgment, different guidelines would better reflect the specific status of the District in a given year. One of the main purposes of making open enrollment space availability determinations shall be to attempt to avoid the need to create new sections of grades or classes, or hire additional staff, that would not be necessary in the absence of open enrollment.

At a minimum when making space availability determinations, the Board will compare capacity as established for purposes of open enrollment with actual and projected enrollment (occupied spaces) to determine the number of spaces it will identify as being available for open enrollment. The Board recognizes the DPI has advised school districts to make space availability determinations for all grades if making such determinations for any grade.

- A. Up to four sections are provided for each grade level in the elementary school in its current configuration. Assuming that the Board anticipates four sections being offered in the relevant grade during the relevant time period, the capacity for purposes of making open enrollment space availability determinations, by grade level, is listed below. The capacity figures reflect the Board’s determination, at the time of the adoption of this Rule and these non-mandatory guidelines, of preferred targets for class size and teacher-student ratios, recognizing that resident student enrollments could sometimes cause the district to exceed the preferred targets out of necessity.

Assuming four sections at each grade level:

Grade K-2	72 student total capacity for purposes of open enrollment
Grade 3-5	92 student total capacity for purposes of open enrollment

- B. At the middle school and high school, student capacity for purposes of open enrollment in individual classes varies in size from 12 to 26, depending on the type of class it is (lab versus general classroom). The capacity figures reflect the Board’s determination, at the time of the adoption of this Rule and these non-mandatory guidelines, of preferred targets for class size and teacher-student ratios, recognizing that resident student enrollments could sometimes cause the district to exceed the preferred targets out of necessity. Open enrollment applications will be denied at the middle and high school level where it is clear that the open-enrollment capacity in any grade’s non-elective class(es), inclusive of all planned sections of such a class at the relevant grade level, would be exceeded by the District’s acceptance of additional application(s).

### **WAITING LIST PROCEDURES**

If more applications from nonresident students for a full-time open enrollment are received by the District than the District has space available, a numbered waiting list will be established.

- a. A waiting list will be established for each grade level. The order of students on the waiting list will be determined randomly.
- b. If the Administration, on behalf of the Board, determines that a space becomes available in a particular grade, the first student on the waiting list at that grade level who meets the District's open enrollment criteria will be accepted. However, at any time in the process of selecting students from the waiting list one student's application from a family is chosen and the student is determined to be eligible for acceptance under all applicable criteria, the District shall give immediate consideration to the applications of remaining siblings in the family who applied for open enrollment at the same time, and the District shall admit all such otherwise eligible siblings for whom there is a space available at that point in the process.
- c. The District will notify the student's parent/guardian, in writing, of the student's acceptance, the student's school/program placement, and the applicable response procedures. The notice will inform the student's parent/guardian that he/she has 10 calendar days to either accept or reject the acceptance offer. If the parent/guardian rejects the offer or does not respond within 10 calendar days, Administration, on behalf of the Board may rescind the acceptance and offer the space to the next applicant on the list who meets the District's open enrollment criteria.
- d. The last day on which the Superintendent or his/her designee will notify parents/guardians of acceptance from the waiting list will be the final weekday in August. After that point, the waiting list shall be dissolved.
- e. A student accepted from the waiting list must be in attendance in the District by no later than the 3<sup>rd</sup> Friday in September.
- f. All other provisions of Board policy/procedures apply to students accepted from the waiting list, as they do for students accepted in the initial selection.

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**APPROVED: January 20, 2014**