

Completing the Iowa Department of Education's Open Enrollment Application

The deadline for filing an open enrollment application for the 2017–2018 school year is March 1, 2017. If the student will be entering school for the first time as a kindergartener, the deadline is September 1, 2017.

2017-2018 School Year Iowa Open Enrollment Application

Iowa Law requires an application for each child in a family requesting open enrollment to be sent to both to the resident and receiving districts on/or before deadline in order to be considered for approval.

**Deadline: Grades 1-12, March 1, 2017
Kindergarten, September 1, 2017**

1. Name of Student **A**
2. Date of Birth: **A**
3. Grade for 2017-2018 **B**
4. Circle Gender: Female / Male **C**
5. Parent/Guardian **D**
6. Telephone **E**
Note: It is helpful to have more than one number. H=home W=work C=cell
7. Resident Address **F**
Street/Box City Zip County
8. Email Address **G**
9. Resident District **H** Attendance Center **I**
10. District Requested Clayton Ridge **J** Attendance Center* Iowa Virtual Academy **K**
*Request does not guarantee placement
11. Is this application a request to continue education in the former district of residence following a move to a new district? Circle one: Yes or No **L**
12. Please indicate if the applicant has a sibling currently under open enrollment.
Sibling Name: **M** District/School open enrolled: **M**
13. The student will be enrolled in the following (check all that apply) **N**

Regular Education <input checked="" type="checkbox"/>	Special Education _____
Home School (CPI) _____	Home School Assistance Program _____
Dual Enrollment – Academic _____	Dual Enrollment–Activity Program _____
14. Is your child currently eligible for receiving special education services? Circle one: Yes or No **O**
15. Is your child currently being evaluated for special education services? Circle one: Yes or No **P**
16. Is your child currently receiving English Language Learning services? Circle one: Yes or No **Q**
17. Is the student currently under suspension or expulsion from school? Circle one: Yes or No **R**
If yes, when will the suspension / expulsion be complete? _____

18. This section should be completed IF the application is being filed after March 1 for grades 1-12.

- | | |
|---|---|
| | LEAVE SECTION BLANK S |
| a) Change in district of residence due to: family move, change in Marital status, foster care, adoption, or treatment program | Date of Change <input type="text"/> Leave Blank |
| b) Participation in foreign exchange program | <input type="text"/> Leave Blank |
| c) Failure of negotiations for reorganization or whole grade sharing | <input type="text"/> Leave Blank |
| d) Loss of accreditation or revocation of a private or charter school | <input type="text"/> Leave Blank |

- A** Include the name and date of birth of the student you wish to open enroll for the 2017–2018 school year. If you wish to open enroll more than one student, you must complete a separate application for each.
- B** Include the grade level your student will be entering for the 2017–2018 school year (not the current school year).
- C** Circle the appropriate gender for your student.
- D** Include the first and last name for the Parent/Legal Guardian of the student.
- E** Include the appropriate phone numbers for the Parent/Legal Guardian.
Note: It's helpful to list more than one number.
- F** Include the address for the primary residence for the Parent/Legal Guardian and student.
- G** Include the primary e-mail address for the parent/legal guardian.
- H** Include your current Resident School District.* A list of Iowa school districts can be found on the Iowa Department of Education's website, accessible via our enrollment page: IAVA.K12.com/how-enroll.html
**The resident district is the district in which the student currently resides. If a student moves to a new resident school district at anytime during the year, a new open enrollment application must be completed.*
- I** Include your current Attendance Center which is the school your student currently attends.
Note: If you're enrolling a kindergartener or a current homeschooler, indicate the school they would attend if they were to enroll in their local brick-and-mortar school.
- J** Enter **Clayton Ridge** for the District Requested.
- K** Enter **Iowa Virtual Academy** for the Attendance Center.
- L** Circle YES or NO.
Note: With the exception of students who moved out of Clayton Ridge Community School District, this box should be marked NO.
- M** If the student you wish to open enroll has a sibling currently under open enrollment, please include the name of the sibling and the district/school where he or she is open enrolled. Otherwise, leave this section blank.
- N** Place an **X** next to **Regular Education**. Families with children presently enrolled in special education should also check Special Education. Please **DO NOT SELECT** Home School (CPI), Home School Assistance Program, Dual Enrollment – Academic, or Dual Enrollment – Activity Program as they are not valid options for open enrollment in Iowa Virtual Academy. If you have any questions, please contact us at 855.652.3931.
- O** Circle YES or NO to indicate whether your student is currently **eligible to receive** special education services.
- P** Circle YES or NO to indicate whether your student is currently **being evaluated for** special education services.
- Q** Circle YES or NO to indicate whether your student receives English Language Learning services.
- R** Circle YES or NO to indicate whether your student is currently under suspension or expulsion from school. If YES, please indicate when the suspension/ expulsion will be complete.
- S** **DO NOT** fill out this section as it only applies to applications received AFTER March 1, 2017.

19. Is the application being filed due to pervasive harassment or severe health? Circle one: Yes or No T
If yes, briefly describe events occurring after March 1 and provide the name of a district employee familiar with the student on a separate sheet.

20. Will you request transportation assistance? Circle one: Yes or No U
If yes, attach proof of income and number in household to the application sent to the resident district.

I certify the above information is true and I have sent a copy of this form to my resident district and to the district I want my child to attend.

V

Signature of Parent or Guardian Date

CAUTION: Knowingly providing false information on this form will invalidate the application.

Receiving District

The receiving district has the authority to take action on all applications (before or after March 1) except:
a) Those **alleging harassment** or **severe health need condition** that cannot be accommodated in resident district.

b) Resident district has a **diversity plan**. **LEAVE SECTION BLANK** W

c) Resident district's numerical caps for the virtual schools at have been reached.

In these cases the resident district must act first.

Date application was received: _____

Approved: _____
Date Signature of Superintendent

Denied: _____
Date of School Board Action Signature of Superintendent

If denied, indicate reason:

- Request was not filed by March 1 and does not meet good cause.
 Insufficient classroom space
 Student under suspension or expulsion
 Appropriate special education program is not available.

Resident District

Resident district is taking action on this application because of the following:

- Resident district has a diversity plan on file with Department of Education.
 Student alleges pervasive harassment that began or escalated after March 1.
 Student has a severe health condition that began or escalated after March 1.
 Application filed late with no good cause
 Application is for the virtual school at CAM or Clayton Ridge and is exempt from numeric limitation because (a) a sibling attends or (b) attendance is in the student's best interest due to physically or emotionally fragile designation.

Date application was received: _____

Approved: _____
Date Signature of Superintendent

Denied: _____
Date of School Board Action Signature of Superintendent

If denied, indicate reason:

- Does not meet diversity plan criteria Does not meet criteria for pervasive harassment
 Does not meet criteria for severe health condition Application filed late

Application is for virtual school at CAM or Clayton Ridge and does not meet one of the exceptions (sibling attends and/or physical or emotionally fragile designation) to numeric limitations.

T Circle YES or NO if this application is being filed due to pervasive harassment or severe health.

U Circle YES or NO to indicate if you're requesting transportation assistance. If YES, attach proof of income to your application and the number of individuals residing in your household.

V Sign and date your student's Open Enrollment application.

W These sections will be completed by the Receiving and Resident Districts.

After you have completed the Iowa Department of Education's Open Enrollment application for **each student** you wish to enroll, you must submit the application(s) to both the **receiving** and **resident** school districts:

The **receiving** school district is Clayton Ridge Community School District. You will need to fax your application(s) to **563.748.1020**, attn.: Erik Rockwell or scan and e-mail them to **erockwell@K12.com**.

Your **resident** school district is the district in which your student currently resides. If a student moves to a new resident school district at anytime during the year, a new open enrollment application must be completed.

A current list of school districts in Iowa can be found on the Iowa Department of Education's website, accessible via our enrollment page: **IAVA.K12.com/how-enroll.html**. Please refer to this website to confirm the correct contact information for your local school district when sending your application(s). If you have any questions, please contact us at **855.652.3931**.