

**OPEN ENROLLMENT TRANSFERS--PROCEDURES AS A SENDING DISTRICT**

The Maquoketa Valley School District will participate in open enrollment as a sending district. As a sending district, the Board will allow resident students, who meet the requirements set by the board to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student shall notify the school district and the Department of Education no later than March 1 in the year preceding the first year desired for open enrollment. The notice shall be made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten shall file in the same manner set forth above by September 1. Parents who have good cause for failing to meet the March 1 deadline may make an open enrollment request in the same manner set forth above.

Open enrollment requests out of the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. Other open enrollment requests out of the school district shall be considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

The board shall take action on the open enrollment requests by March 1 in the year preceding the first year desired for open enrollment. Prior to the board's action, parents may withdraw the open enrollment request.

The superintendent shall notify the parents within five days of the board's action to approve or deny the open enrollment request. Approved open enrollment requests shall be transmitted by the superintendent to the public school district, receiving district, chosen by the parents within five days after the board's action on the open enrollment request.

The board may approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

An open enrollment request out of the school district from parents of a special education student shall be reviewed on a case by case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district shall determine whether the program is appropriate. The special education student shall remain in the school district until the final determination is made.

It shall be the responsibility of the superintendent to maintain open enrollment request applications and notice forms. It shall also be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

LEGAL REFERENCE: Code of Iowa, Sections 139.9; 274.1; 279.11; 282.1; 282.3;  
282.8; 282.18; 299.1 (2005)  
HF 882, 2005 General Assembly  
281 Iowa Admin. Code 17.  
1990 Op. Att'y Gen. 75.

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MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT  
DELHI, IOWA 52223