

LEARNING COMMUNITY OF DOUGLAS AND SARPY COUNTIES
OPEN ENROLLMENT PROGRAM APPLICATION – 2012 / 2013 SCHOOL YEAR

Application must be submitted to the Open Enrollment School District operating the school building(s) to which Applicant is requesting Open Enrollment by either U.S. mail, postmarked on or before March 15, 2012, or personal delivery, received by 5:00 p.m. on March 15, 2012. Application must be completed by parent, legal guardian or emancipated minor student. **Please review the instructions on the reverse side before completing the application.**

SECTION 1: MUST BE COMPLETED to request to attend a school building in the Learning Community of Douglas and Sarpy Counties not in the attendance area where Applicant resides.

Student Name (Applicant):			Birthdate: Month _____ Date _____ Year _____		
Last:	First:	MI:	Sex: Male _____ Female _____		
Parent/Guardian Name:			Mailing Address (Street, City, State, ZIP Code):		
Last:	First:	MI:			
Resident Address (if different than Mailing Address):			Phone Number:	Email Address:	
Resident School District:			School Building Currently Attending (2011-2012 School Year):		
Expected Grade Level at Time of Enrollment or the Beginning of 2012-2013 School Year (check one): ___K ___1 ___2 ___3 ___4 ___5 ___6 ___7 ___8 ___9 ___10 ___11 ___12					
Is Applicant enrolled in his/her current School Building as a result of Open Enrollment? Yes ___ No ___ If yes, has Applicant completed all grade levels offered in his/her current School Building? Yes ___ No ___					
Is Applicant a sibling of a student who will be a continuing student in a requested Open Enrollment School Building during the 2012-2013 School Year? Yes ___ No ___ If yes, name of sibling(s): _____ Name of school building sibling(s) will be attending: _____					
Does the Applicant qualify for free or reduced-priced lunch (see instructions on reverse side)? Yes ___ No ___ (If left blank, applicant is presumed to not qualify for free or reduced-price lunch)					
(Optional) Would Applicant like information about Special Services/Programs offered by the Open Enrollment School District? Yes ___ No ___					
Open Enrollment School District Applying to:			Requested Open Enrollment School Building (in order of preference): 1. _____ 3. _____ 2. _____		

SECTION 2: TO BE COMPLETED ONLY IF APPLICANT MOVED TO A NEW RESIDENCE IN THE LEARNING COMMUNITY AFTER APRIL 1, 2012. IF COMPLETED, APPLICATION MUST BE SUBMITTED WITHIN 90 DAYS OF THE DATE MOVED.

Prior Residence Address: _____	City & State: _____
Date Moved: _____	

CERTIFICATION AND SIGNATURE

Please read these two certifications (A. and B.) and place checkmarks as indicated, and then add your signature and date to verify that you agree to one or both.

A. I certify that all of the information submitted on this application is true and accurate. I understand that my response regarding Free or Reduced-Price Lunch qualification is subject to verification by the Open Enrollment School District.

B. The *Learning Community Coordinating Council Diversity Plan* requires that school districts submit a copy of all completed applications to the Learning Community. The information contained on your form will be confidential and handled in accordance with requirements of the Family Educational Rights and Privacy Act (FERPA).
 Please check the box below indicating your agreement to have this form forwarded to the Learning Community.

Yes, I agree
 No, I do not agree

X _____
Signature of Parent/Guardian/Emancipated Minor Student _____
Date

SECTION 3: TO BE COMPLETED BY THE OPEN ENROLLMENT SCHOOL DISTRICT. WHETHER APPROVED OR DENIED, PROVIDE COPIES OF ENTIRE APPLICATION TO APPLICANT, RESIDENT SCHOOL DISTRICT AND LEARNING COMMUNITY.

School District Name: _____	Date Application Received: _____
School District Number: _____	Phone Number: _____
Open Enrollment School District (check one) Approves ___ or Denies ___ this application. Reason(s) for denial: _____	
If approved, Open Enrollment School Building Applicant will attend: _____	
Date Applicant will begin attending Open Enrollment School Building: Month: _____ Day: _____ Year: _____	
Name and Title of Authorized School District Official: _____	
Date Application Accepted/Rejected: _____ Signature of School District Official: X _____	

CHANGE OF STATUS – TO BE COMPLETED BY THE OPEN ENROLLMENT SCHOOL DISTRICT. ONCE COMPLETED, PROVIDE COPIES OF THE ENTIRE APPLICATION TO APPLICANT, RESIDENT SCHOOL DISTRICT AND LEARNING COMMUNITY.

The status of Applicant as a student of Open Enrollment School District is changed for the following reason(s) (mark all that apply):

Acceptance withdrawn by applicant prior to start of school year Completed grades offered in Open Enrollment building
 Discontinued school attendance (moved away, deceased, etc.) Cancellation of Open Enrollment during school year
 Other: _____

Change of Status Effective Date: Month _____ Day _____ Year _____		
New Mailing Address: _____		
City: _____	ZIP Code _____	Telephone Number (home/work): _____
New Resident School District Name: _____		
County: _____	County District Number: _____	Telephone Number: _____
Name and Title of Authorized School District Official: _____		
Date: _____	Signature: X _____	

LEARNING COMMUNITY OF DOUGLAS AND SARPY COUNTIES
INSTRUCTIONS FOR COMPLETING THE OPEN ENROLLMENT PROGRAM APPLICATION

OPEN ENROLLMENT TIMELINE AND DEADLINES:

- October 31:** Earliest date for submitting applications for the next school year.
- March 15:** Deadline for submitted application to Open Enrollment School District. **All applications must be postmarked by March 15th or personally delivered to the Open Enrollment School District by 5:00 p.m. on March 15th.**
- April 2:** Date for Open Enrollment School District to approve or deny the application.
- April 5:** Date by which Open Enrollment School District must notify Applicant of decision.
- April 25:** **Date by which Applicant must notify Open Enrollment School District of acceptance of approved application.** Applicant may accept only one slot if Applicant is accepted to more than one Open Enrollment School Building.

DEFINITIONS:

- Open Enrollment School Building:** The public school building Applicant is applying to attend other than the resident school district building located in the attendance area or attendance zone where Applicant resides.
- Open Enrollment School District:** The public school district which operates the Open Enrollment School Building to which Applicant is applying to attend.
- Resident School District:** The public school district in which Applicant resides.
- Resident School Building or Attendance Zone:** The public school district building attendance area or attendance zone in which Applicant resides.

INSTRUCTIONS FOR COMPLETING SECTION 1:

- This section **must** be completed.
- Applicant may only Open Enroll once into a school building offering the grade levels needed by Applicant. If Applicant is accepted into an Open Enrollment School Building, he/she cannot Open Enroll into another school building offering the same grade levels as the Open Enrollment School Building, absent an emergency or hardship exception, until he/she has completed all grade levels offered in the Open Enrollment School Building. Applicant always has the option to return to their Resident School Building or Attendance Zone at their discretion.
- If Applicant is accepted through Open Enrollment, Applicant is a student in the Open Enrollment School Building in which he/she was accepted until a) Applicant has completed all grades offered in such school building; b) Applicant is granted an emergency or hardship exception to attend a different school building offering the same grades as the Open Enrollment School Building; or c) Applicant decides to return to his/her Resident School Building or Attendance Zone (If this option is chosen, Applicant cannot Open Enroll again until such time as he/she has completed all grade levels offered in the Resident School Building.).
- **A separate application form is required for each Applicant and for each Open Enrollment School District in which the Applicant requests enrollment.** Up to three (3) Open Enrollment School Buildings in the same Open Enrollment School District may be listed on the application. Please list requested buildings within the Open Enrollment School District to which Applicant is applying in order of preference.

Indicate in the appropriate spaces:

- If Applicant has sibling(s) who will be attending a requested Open Enrollment School Building to which Applicant is applying, provide the name of the sibling(s) and school building(s) sibling(s) will attend.
- If Applicant does or does not qualify for free or reduced-price lunch. Please refer to the federal income guidelines for free or reduced-price lunch for the 2011-2012 school year. "Annual Gross Income" is the amount earned by all household members during a year before taxes and other deductions and includes all income sources. **If left blank, Applicant is presumed to not qualify for free or reduced-price lunch.**

Household Size	1	2	3	4	5	6	7	8	Each Additional Person
Annual Gross Income	\$20,147	\$27,214	\$34,281	\$41,348	\$48,415	\$55,482	\$62,549	\$69,616	Add \$7,067

If a household's annual gross income is less than the amount which corresponds to the number of persons in the household, Applicant qualifies for free or reduced-price lunch. If a household's annual gross income is more than the amount which corresponds to the number of persons in the household, Applicant does not qualify for free or reduced-price lunch. (For example, if there are five people in the household and the household has Annual Gross Income of more than \$48,415, Applicant does not qualify for free or reduced-price lunch.) **Please note that this information is only used for open enrollment and is not an application for free or reduced-price lunch.**

- Please mark if Applicant would like information about Special Services/Programs offered by the Open Enrollment School District (i.e., Special Education Services, English Language Learner, Advanced/High Ability Learner Programs, Magnet or Focus schools or programs, etc.). **The Learning Community encourages parents and legal guardians to contact the Open Enrollment School District directly with any questions regarding programs and services offered at a specific school building.**
- **The application must be signed and dated** by the parent, legal guardian or emancipated minor student and submitted to the Office of the Superintendent of the Open Enrollment School District which operates the Open Enrollment School Building(s) to which Open Enrollment is requested.

INSTRUCTIONS FOR COMPLETING SECTION 2:

- This section is to be completed **only** if Applicant has moved to a new residence within the Learning Community after April 1st. The application must be submitted to the Open Enrollment School District within 90 days of the date Applicant moved to the new residence.

INSTRUCTIONS TO OPEN ENROLLMENT SCHOOL DISTRICT FOR COMPLETING SECTION 3:

- This section **must** be completed.
- Submission of an incomplete application is not an adequate reason to disapprove an application. The Open Enrollment School District officials should secure a complete application prior to the March 15th deadline.
- If the Open Enrollment request is denied, the reason(s) for denial must be stated.
- Whether approved or denied, a copy of the entire application received by the March 15th deadline must be sent on or before April 5th to Applicant, the Resident School District, and the Learning Community.
- Change of Status: When Change of Status updates are made, copies of the entire form are to be provided to the Learning Community and the Resident School District as processed.

Please direct general questions about the Open Enrollment process to the District to which you are applying.

If you have specific questions about a particular school, please contact the building principal.

Copies of this application may be downloaded from the Learning Community at: www.learningcommunityds.org