

**LEARNING COMMUNITY OF DOUGLAS AND SARPY COUNTIES
OPEN ENROLLMENT PROGRAM APPLICATION
2010/2011 SCHOOL YEAR**

Application must be submitted to the Open Enrollment School District of the school building to which Applicant is requesting Open Enrollment by either U.S. mail, postmarked on or before March 15, 2010, or personal delivery received by the Open Enrollment School District by 5:00 p.m. on March 15, 2010. Application must be completed by parent, legal guardian or emancipated minor student. Please see reverse side for instructions.

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): Last: _____ First: _____ MI: _____		Birthdate: Month _____ Date _____ Year _____	
Parent/Guardian Name: Last: _____ First: _____ MI: _____		Sex: Male _____ Female _____	
Resident Address (if different than Mailing Address): Last: _____ First: _____ MI: _____		Mailing Address (Street, City, State, Zip Code): _____	
Resident Address (if different than Mailing Address): _____		Phone Number: _____	Email Address: _____
Expected Grade Level at Time of Enrollment or the Beginning of the Next School Year: (check one) <div style="text-align: center;"> <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 </div>			
Is the Applicant a sibling of a student who will be a continuing student in a requested Open Enrollment School Building during the Next 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)? 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 _____			
Resident School District: _____		School Building Currently Attending: _____	
Name of School District Applying to for Open Enrollment: _____		Requested Open Enrollment School Building in order of preference: 1. _____ 2. _____ 3. _____	

SECTION 2: TO BE COMPLETED ONLY IF APPLICANT MOVED TO A NEW RESIDENCE IN THE LEARNING COMMUNITY AFTER APRIL 1, 2010. IF COMPLETED, APPLICATION MUST BE SUBMITTED WITHIN 90 DAYS OF THE DATE MOVED.

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

CERTIFICATION & SIGNATURE

I certify that all information submitted in this application is true and accurate. I understand that my response regarding Free or Reduced Price Lunch qualification may be subject to verification by the Open Enrollment School District.	
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 TO APPLICANT, RESIDENT SCHOOL DISTRICT AND LEARNING COMMUNITY.

Open Enrollment School District Name: School District Number:	Date Application Received: Phone Number:
Open Enrollment School District (check one) Approves _____ or Denies _____ this application. Reasons 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: _____	Signature of School District Official: _____
Date Application Accepted/Rejected: _____	X _____

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

OPEN ENROLLMENT TIMELINE AND DEADLINES:

- January 15:** 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 1:** 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.** Student Applicant may accept only one slot if student is accepted to more than one Open Enrollment School Building.

DEFINITIONS:

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

INSTRUCTIONS FOR COMPLETING SECTION 1:

- This section **must** be completed.
- **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 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 2009-2010 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, Student 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	\$20,036	\$26,955	\$33,874	\$40,793	\$47,712	\$54,631	\$61,550	\$68,469	Add \$6,919

If a household's annual gross income is less than the amount which corresponds to the number of persons in the household, the 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, the 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 \$47,712, the 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 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:

- If the Open Enrollment request is approved, indicate approval by marking the appropriate space.
- 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 15 deadline.
- If the Open Enrollment request is denied, the reason(s) for denial must be stated.
- Whether approved or denied, a copy of any application received by the March 15 deadline must be sent on or before April 5 to the Applicant, the Resident School District and the Learning Community.

Questions about specific Open Enrollment School Buildings should be directed to the Open Enrollment School District.

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