

2018-2019 Keokuk Community School District Open Enrollment Parent Notification

Deadline

- March 1 Grades 1-12 (Send a copy to the resident and receiving districts)
- September 1 for Kindergarten (Send a copy to the resident and receiving districts)

Transport Student to Receiving District

Parents are responsible for transporting children that are open enrolled to another district. This applies to all students including those with an IEP. If the need for transportation as a related service is stated in the IEP, as a general rule the parent is responsible for this obligation under open enrollment. If a child open enrolls to a district that is contiguous (borders) to the home district, and the parents' income meets economic eligibility requirements, the family may receive a stipend for transportation or be provided transportation by the district.

Athletic Eligibility

Students that open enroll in grades 9 through 12, **shall not be eligible** to participate in **varsity** contests and competitions during the first 90 school days of transfer. 281-IAC 17.8(2) Please contact the Iowa Girls High School Athletic Union at (515) 288-9741 or the Iowa High School Athletic Association at (515) 432-2011 for questions regarding eligibility.

Additional Information

- Approval for one child in a family does not guarantee approval for other children in the same family. A parent/guardian must file an open enrollment request for each child in the family.
- If desiring to change the receiving district, a new open enrollment application must be filed in the receiving district and alternate receiving district by March 1 of the preceding school year.
- Notify in writing the districts concerned if there is any change in the residence of the student during the open enrollment period.
- If terminating the open enrollment, notify both districts involved.
- If open enrollment is denied, the parent / guardian may appeal to Iowa District Court. If the application meets good cause due to alleged repeated acts of harassment or if the child is alleged to have a serious health condition that the resident district cannot adequately address, an appeal may be filed with the Iowa State Board of Education within 30 days of the school board decision.
- A parent/guardian may apply to more than one school district at the same time.

Appeal Process

Unless the application for open enrollment claims harassment or if the child has a serious health condition that the resident district cannot adequately address, all appeals must be made to an Iowa District Court. Appeals should be filed in district court in the county in which the resident district's administrative office is located.

The State Board of Education does not hear appeals unless one of the follow claims was made as a basis for good cause:

- Child has a serious health condition (see page 6 for description).
- Child has experienced pervasive harassment (see page 5 for description).

If the application is denied by the resident district for either of these reasons, the parent / guardian may appeal to the local board of directors. If an application is denied by the local board of directors, the applicant may appeal to the State Board of Education. The appeal should be addressed to: Administrative Law Judge, Department of Education, Grimes State Office Building, 400 East 14th Street, Des Moines, IA 50319-0146. The letter of appeal must be postmarked within 30 days of the board decision.

The appeal letter must contain the following information:

1. Name, address, and daytime phone number of the person appealing
2. Name and grade level of child/children involved in the appeal (in case of expulsion, open enrollment, suspension, etc.)
3. Name of the school district making the board decision that is being appealed
4. Date the local board decision was made
5. Brief statement of reasons why the decision is being appealed
6. Notarized signature of the person appealing the decision
7. Other information may be included if desired

Transportation Assistance:

Transportation assistance for those who qualify according to income guidelines (see chart below) is available only **between contiguous districts** and shall be deducted from the amount sent to the receiving district. In case of road construction or road relocation, a district may drive into another district to pick up OE students if and only if there was road construction or road relocation that makes this necessary.

The resident district may discharge this obligation in one of three ways:

- The resident district may actually provide transportation for the pupil(s) to a stop on the bus line of the receiving district.
- The resident district may allow the receiving district to enter the resident district to pick up the pupil(s) if the receiving district wishes to. (Failure of the receiving district to decide to do this will not discharge the resident district's obligation for transportation assistance.)
- The resident district may provide a parent / guardian reimbursement.

IMPORTANT: The resident district has the right to determine which option will apply. This is not a parent / guardian choice. If option 3 is chosen, the amount to be paid to the parent is determined as follows:

- A. The transportation reimbursement amount shall be the state calculated average as determined in 285.1(3) or the local cost per pupil for the previous year as specified on the Annual Transportation Report prepared, whichever is lower. The amount for 2016-2017 was \$480 (annual).

B. This amount is limited to reimbursement for three elementary (K-8) and one secondary (grades 9 -12).

C. The amount of transportation assistance can be prorated according to the date of application submission.

D. Transportation expenses incurred by the resident district may be deducted from the cost per pupil amount it is required to send to the receiving district for an open enrollment pupil. This may be prorated after the start of the year.

If a parent/guardian qualifies for transportation assistance, application for that assistance should be filed with the resident district. Verification of income should be attached to the OE Application. Parents should be reminded that the district must be notified if the family income changes by \$50 or more per month. Parents may apply for transportation assistance by indicating on the application and attaching verification of income. It is recommended that the parent complete a free and reduced lunch application if one has not been filed.

Transportation assistance is only available to families who open enroll between contiguous districts. The cost of transportation reimbursement incurred by the resident district should be deducted from the tuition sent to the receiving district. For students with an IEP eligible for transportation assistance, resident district pays as special education cost and is not deducted from the actual tuition costs.

Transportation required on the IEP is waived when a student is open enrolled so that has nothing to do with this. It is only for transportation assistance under Open Enrollment that the resident district becomes involved again.

These guidelines reflect the revisions made in the Federal Poverty Guidelines that is effective for July 1, 2017 through June 30, 2018. **These guidelines are NOT the same as the guidelines for Free and Reduced Fees.**