



Code: JEC-AR (3)  
Revised/Reviewed: 4/15/10; 1/20/11,4/14/16,  
10/13/16, 2/9/17, 1/11/18

Email signed applications to:  
[ruth.hopkins@lebanon.12.or.us](mailto:ruth.hopkins@lebanon.12.or.us) or mail to: LCSD,  
Attn: Ruth Hopkins, 485 S. 5<sup>th</sup> Street, Lebanon, OR

### Application for Open Enrollment

Name of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Address: \_\_\_\_\_

I am requesting open enrollment for my child(ren) named below to attend:

- \_\_\_\_\_ (first choice school requested)
- \_\_\_\_\_ (optional - second choice school requested)
- \_\_\_\_\_ (optional - third choice school requested)
- instead of: \_\_\_\_\_ (attendance area school)

Name(s) of student(s):

- 1) \_\_\_\_\_ Grade: \_\_\_\_\_ (2020-2021)
- 2) \_\_\_\_\_ Grade: \_\_\_\_\_ (2020-2021)
- 3) \_\_\_\_\_ Grade: \_\_\_\_\_ (2020-2021)
- 4) \_\_\_\_\_ Grade: \_\_\_\_\_ (2020-2021)

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like each student considered for open enrollment on an individual basis or would you like your students to be considered together? Mark the appropriate box below.

- Individual student
- Students together

Applications for the upcoming school year must be received by the attendance area school by **June 1st**.  
Summary of open enrollment conditions and procedures included on reverse side. The district will not pay for transportation or any excess costs.

I have read, understand and will abide by the conditions written on the back of this form.

\_\_\_\_\_  
Parent/Guardian Date  
\*\*\*\*\*

Date Received: \_\_\_\_\_  Approved  Denied  Approval Pending \_\_\_\_\_

Signature of superintendent: \_\_\_\_\_  
Reason for denial: \_\_\_\_\_

## Open Enrollment Summary

1. Parents desiring to enroll a student in a district school in an attendance area other than the one in which they reside must complete an “Application for Open Enrollment” form and submit it to the superintendent’s office or their attendance area school by June 1st. Parents may submit individual student or family applications.
2. These applications will be approved unless one of the following situations exists:
  - a. The school’s enrollment capacity (on June 1<sup>st</sup> of the previous year) has been met.
    - Cascades – 350 students
    - Green Acres – 350 students
    - Hamilton Creek – 350 students
    - Lacombe – 250 students
    - Pioneer – 400 students
    - Riverview – 400 students
    - Seven Oak – 650 students
  - b. The classrooms at the student’s instructional level are full. Full is defined as follows:
    - Grades K-2 – 23 students;
    - Grades 3-8 – 28 students;
3. A copy of the open enrollment application form noting the district’s decision made will be mailed to the parent and the schools concerned no later than August 15<sup>th</sup>.
4. If there are more students requesting open enrollment into a school than there are spaces provided by the enrollment cap, then a lottery will be used to create a rank order of students.
5. Once approved an open enrollment will ordinarily remain in effect until the student completes the highest level of instruction in the school; the student’s parent requests that the open enrollment be rescinded; or administrators revoke the open enrollment for reasons such as erratic attendance, excessive tardiness, or other unsatisfactory performance, as defined below:
  - Student arrives tardy on more than 10% of school days
  - Student is absent on more than 10% of attendance days
  - Student has one expulsion or more than two suspensions

If a student’s open enrollment to a K-5 or K-6 feeder school is in good standing in accordance with the above definitions, then the student’s open enrollment will continue to be in effect for the middle school considered boundary to that feeder school.

6. Parents choosing to send their student to a school other than the school in their attendance boundary area will be responsible for transportation to and from school unless space is available on a district bus that travels an appropriate route. Routes will not be altered to accommodate open enrolled students.
7. Late open enrollment applications (received after June 1<sup>st</sup>) will ordinarily not be approved and will only be accepted on a case by case basis, subject to school and instruction level capacity.