

MEMORANDUM

To: Board of Trustees
Twin Falls School District 411
From: Eva Craner, Director of Public Relations
Re: Policy Updates
Date: July 19, 2023

First Reading:

ISBA Updates:

- 2425 Parental Rights
- 2425P Parent/Guardian Notification of Changes in Health and Well-Being NEW
- 2425F Efforts to Notify of Changes in Student Health or Well-Being NEW
- 3010 Open Enrollment
- 3010P Open Enrollment
- 3010F Open Enrollment Form

The Board of Trustees encourages parents/guardians to be involved in their student's school activities and academic progress. As required by IC 33-6001, the District reinforces the rights and responsibilities of parents as primary stakeholders to make decisions regarding the upbringing and control of their child.

The Board is mandated to adhere to laws, rules, and regulations including the Constitution of the State of Idaho; the rules of the Idaho State Board of Education (Idaho Administrative Procedures Act); the rules and regulations of the Idaho State Department of Education; the laws, rules, and regulations of the federal government and the U.S. Department of Education; as well as educational provisions outlined in the Idaho Code. These mandates include the requirement stated at Article IX, Section 1 of the Idaho Constitution that it is “. . . the duty of the Legislature of Idaho to maintain a general, uniform and thorough system of public, free common schools.”

Based upon the above provisions, as well as the State's mandated requirements for advancement and graduation, the District has established its practices, policies, and procedures as well as the approved curriculum and assessment program. The failure to follow the District's practices, policies, and procedures as well as the school's curriculum and assessment program amounts to a the District's violation of State and/or federal laws, rules, and regulations by the District, including but not limited to the failure to provide a general, thorough, free, and uniform system of public education as well as putting the District's operations and funding in jeopardy.

Parents, guardians, and students are expected to abide by the District's practices, policies, and procedures governing the operation of the schools, which are required by various State and/or federal laws, rules, and regulations. However, a student's parent/guardian has the right to reasonable academic accommodation if the accommodation does not substantially impact District staff and resources, including employee working conditions, safety and supervision on school premises for school activities, and the efficient allocation of expenditures. The District will strive to balance the rights of parents/guardians, the educational needs of other students, the academic and behavioral impacts to a classroom, a teacher's workload, and the assurance of the safe and efficient operations of the school.

~~If a parent has an objection to the District's implementation of various mandates through the District's practices, policies, and procedures, or if a parent/guardian would like to request reasonable academic accommodation the appropriate avenue for the parent/guardian is first to seek to address such concerns through communication with the school's administration, district administration and Superintendent. Should that avenue not resolve the situation, a parent/guardian is free to address such concerns with the Board of Trustees in conformance with Board policy regarding public participation at Board meetings.~~

If a parent has an objection to the District's implementation of various mandates through the District's practices, policies, and procedures, or if a parent/guardian would like to request reasonable academic accommodation, the appropriate avenue for the parent/guardian is to first seek to address such concerns through communication with the school's administration. Should

that avenue not resolve the situation, a parent/guardian should next utilize the Policy 4120

Uniform Grievance Policy to address such concerns with the appropriate district-level administrator. Further, if the parent/guardian continues to feel that their concerns are not addressed, they may follow the district chain of command and address their concerns with the Superintendent followed by the Board of Trustees in conformance with Board policy regarding public participation at Board meetings.

A parent/guardian who has an objection to their child's participation in the District's adopted curriculum and/or the District's implementation of practices, policies, and procedures in accordance with educational mandates, on the basis that it harms the child or impairs the parents' firmly held beliefs, values, or principles, may withdraw their child from the activity, class, or program. ~~Except in the case of sex education curriculum a~~ A parent/guardian who chooses to not have their child participate in the provided educational activity, ~~with the exception of sex education curriculum,~~ shall be responsible for identification and provision of non-disruptive alternative educational activities for their child during any time of objection, at no cost to the District. The final decision as to the placement of such alternative educational activity shall be at the discretion of the District, with input of the parent, consistent with the requirements for advancement and graduation and consistent with the reasonable accommodation requirements outlined above.

In the case of dual credit courses offered by an institution of higher education, academic accommodations and excusing students from objectionable assignments is solely at the discretion of the higher education institution and not the District. The District has no control over the selection, adoption and removal of curricular materials; and it is the responsibility of the parent to have knowledge of and/or review such prior to student enrollment.

Access to Learning Materials

Parents/guardians are entitled to review all learning materials as defined in policy 2530, instructional materials, and other teaching aids used in their student's classroom ~~of their student~~. Parents/guardian can request access to learning materials by contacting the school's administration during school hours.

Student Wellbeing

If a member of the District's staff becomes aware of a change in the student's mental, emotional, or physical health or well-being, the staff member shall report this change so the student's parent/guardian can be notified as described in Procedure 2425.

Addressing Parent/Guardian Concerns

A parent/guardian who feels the District has violated their rights, as described in this policy and otherwise provided in IC 33-6001 may file a grievance as described in Policy 4120 Uniform Grievance Policy.

Notice

The District shall annually provide parents/guardians with notice of their rights as specified in this policy.



Cross Reference: 2340F Parental Opt-Out Form for Sex Education
2420 Parental Involvement
2425P Notification of Changes in Health and Wellbeing
2530 Learning Materials Review
4105F Request to Address the Board
4120 Uniform Grievance Policy
4175 Required Annual Notices

Legal Reference: Idaho Constitution Article IX
I.C. § 32-1010 Intent of the Legislature – Parental Rights
I.C. § 32-1012 Parental Right to Direct the Education of Children
I.C. § 32-1013 Interference with Fundamental Parental Rights Restricted
I.C. § 33-6001 Parental Rights
I.C. § 33-6002 Annual Notice of Parental Rights
I.D.A.P.A. 08, Titles .01, .02, .03 and .04

Policy History:

ADOPTED: 10/12/15

ISBA

REVISED: 10/10/16
8/10/20

District staff shall notify the counselor and/or building administrator of any known change in a student's mental, emotional, or physical health or well-being using Form 2425F. For the purposes of this policy:

1. Mental health shall mean the state of health of somebody's mind;
2. Emotional health shall mean a person's ability to cope with and be aware of their own emotions, both positive and negative;
3. Physical health shall mean the condition of a person's body and the extent to which it is free from illness or is able to resist illness; and
4. Well-being shall mean a person's sense of feeling healthy and happy.

The counselor and/or building administrator shall notify the student's parent/guardian regarding this change and document their attempts to do so using Form 2425F.

District staff shall encourage students to discuss issues related to the student's well-being with the student's parent/guardian. At the request of the student or parent/guardian the counselor and/or building administrator or their designee shall attempt to facilitate a discussion of the student's well-being between the student and the parent/guardian.



Policy History:

ADOPTED:

ISBA

REVISED:

Efforts to Notify Parent/Guardians of Changes in Student Health or Well-being

Staff Member Reporting Change in Student Health or Well-being

Name: _____ Position: _____

Date: _____

Student Name: _____

Date you noticed this change in health or well-being: _____

Please explain this change and how you learned about it:

Staff Member Notifying Parent/Guardian of Change in Student Health or Well-being

Name: _____ Position: (Circle One): Counselor / Building Administrator

Date Form Was Received: _____

Please document the efforts made to contact the parent/guardian below:

Date	Time	Person You Tried to Contact	Mode of Communication	Successfully Contacted?

Please describe what you told them.

Please indicate whether you took the following steps:

Yes / No Encouraged the student to discuss issues related to the student's well-being with their parent/guardian

Yes / No Encouraged the parent/guardian to discuss issues related to the student's well-being with the student

Yes / No Offered to facilitate a discussion of the student's well-being between the student and the parent/guardian

The School Board of Trustees recognizes that some of its patrons may want to enroll their children in a different school than the school that serves the attendance area in which they reside. The Board also recognizes that some out-of-district parents/guardians may want to send their child to a District school. Therefore, this policy is adopted to allow all in-district and out-of-district patrons to request that their children attend certain schools in the District under specified conditions. In making a decision on a student's open enrollment application, the District shall consider the needs of the student requesting the open enrollment transfer as well as the other students affected by the open enrollment transfer and will accept students if capacity allows, provided the student meets the qualifications detailed in this policy. ~~A student currently under suspension or expulsion in this District or another district is not eligible for Open Enrollment under this policy.~~

Prioritization and Denial of Applications for Open Enrollment

The District will prioritize applications from students who live within the District and may deny students for one or more of the following reasons:

1. The student was expelled by the previous District;
2. The student has a documented history of significant disciplinary issues or a history of chronic absenteeism. However, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability; and
3. The receiving school within the District does not have space available according to the capacity limits set by the Board of Trustees in Procedure 3010P.

The process outlined in this policy is required for admission to any school within the District and shall be initiated again when a change in grade warrants a change in school – such as when the pupil wishes to continue utilizing an open enrollment transfer into middle school or high school

Due process for all students remains the same regardless of ~~what~~^{which} school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy.

Transportation

Parents or guardians of a student accepted under this ~~open enrollment~~ policy will be responsible for transporting the accepted student. If bus space is available, then students accepted under the open enrollment policy may be transported from an appropriate, established bus stop within district boundaries. However, this may not apply to students with disabilities who have transportation identified in their IEP as a related service need.

Sports

Eligibility rules for participating in extracurricular activities shall apply to students who request to attend a different school as described in this policy and any related procedures.

It is recommended that a student who is considering submitting an open enrollment application to this District, and who anticipates participating in a sport governed by the Idaho High School Activities Association (IHSAA) should review IHSAA rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.

Application/Approval Process

~~An open enrollment application must be submitted annually for admission to a specific school.~~ Applications will be accepted on a form provided by the District (which must be substantially similar to the State's form) until from January 1 to February 1 of each year for enrollment in the subsequent school year. ~~It is the School Board's intent to allow waiver of the application acceptance period for continuous acceptance of open enrollment applications when classroom space is available.~~ This deadline shall be waived in the case of students who move out of their attendance zone during the school year. The District may also consider other applications submitted after February 1.

~~The student's parent or guardian must apply annually for admission to a school outside the zone in which they reside. A student who has previously been accepted for open enrollment will not automatically be reenrolled.~~

Maximum Capacity

The District will only accept an open enrollment student if the grade level and/or programs they require are below the capacity limits specified in Procedure 3010P. The District shall report, at least four times during the school year, the space available at each grade level, by school, using these capacity limits, and will post it prominently on the District website.

The Superintendent or designee has established a procedure (see 3010P) for:

- ~~the method of determining which students are chosen when classroom space allows the admission of some but not all qualified applicants is limited;~~
- notifying parents/guardians of the possible reasons for denial or revocation;
- notifying parents of the action taken on the open enrollment application, including the reasons for the denial of any application;
- ~~the factors which may possibly cause an open enrollment application to be denied;~~
- ~~the process for removing a student from a transfer school, including the grounds for removal, parent notification, and the appeal process; and~~
- notifying parents/guardians of the appeal process available to them in the event their student's application is denied.

Re-enrollment

Open Enrollment students do not need to re-apply to maintain their enrollment at the school in

which they're enrolled; However, the parent/guardian shall notify the District of their intention to re-enroll on an annual basis no later than February 1. The District will provide a form for parents/guardians that will serve as a notice of intent to re-enroll.

Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school.

Student Rights and Responsibilities

All student's rights and responsibilities remain the same regardless of what school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy

Revocation of an Open Enrollment Transfer

Open Enrollment students are required to comply with all District policies. Unacceptable behaviors by a student or false or misleading information on their open enrollment application are grounds for the district to remove an open enrollment student at any time. The District may revoke a student's enrollment if one or more of the following occurs:

1. The student is chronically absent.
2. The student committed repeated, serious disciplinary infractions.
3. The student has been expelled.
4. The number of resident students exceeds the capacity limits set in Procedure 3010P. A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason, the District shall offer information about other District schools that may be accepting open-enrollment students.

Students under consideration for revocation who have a 504 plan or IEP may not have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.

Student Appeals

If an open enrollment application request is denied or revoked, a parent/guardian may request an administrative review within the timelines outlined in Procedure 3010P.

- ~~5. The District reserves the right to remove a transfer student at any time because of unacceptable behavior in violation of School District policies, including violations of the attendance policy, or because of false or misleading information on the open enrollment application. —~~
- ~~6. If a student's transfer is revoked, the parent/guardian may request an administrative review by the Elementary or Secondary Program Director. The parent/guardian must request the review within five (5) school days of receiving notice that their child's transfer has been revoked.~~
- ~~7. The Director must render a decision to the parent/guardian's request for review within five (5) school days.~~
- ~~8. The parent/guardian may request further administrative review by the Superintendent. The parent/guardian must request the review within five (5) school days of receiving notice that their child's transfer has been revoked.~~
- ~~9. The Superintendent must render a decision to the parent/guardian's request for review within five (5) school days.~~

~~10. The decision of the Superintendent may be appealed to the School Board of Trustees.~~

Preventing or Recruiting Potential Open Enrollment Students

Neither the District nor its employees will take any action to prohibit or prevent application by a student to attend school in another school district or to attend another school within the District. In no event is the District, or an employee of the District, to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including dismissal.

Evaluation of Policy

Annually, the Superintendent shall report to the Board the effect of this policy. The report should include the number of open enrollment requests accepted or denied by each school, the reasons for denial, and any unanticipated results of this policy.



Cross Reference: 2240 Class Size
3010P Open Enrollment
3041 School Attendance and Habitual Truancy
3080 ~~Nonresident Student~~ Attendance by Out of State Students

Legal Reference: I.C. §33-512 Governance of Schools
I.C. §33-1401 Transfer of Pupils - Definitions
I.C. §33-1402 Enrollment Options
I.C. §33-1404 Districts Receiving Pupils
I.C. §33-1409 Measuring and Reporting Capacity
I.C. §33-1410 Student Appeals
I.C. §33-2001 Education of Exceptional Children - Definitions

Policy History:

ADOPTED: 12/9/13

ISBA

REVISED: 8/11/14
9/12/16
11/11/19
3/09/20
10/12/20
7/12/21
8/08/22

Open Enrollment Application forms are available at any Twin Falls District school and on the District website. Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school.

The application, together with the student's cumulative record, special education file, IEP, or other applicable documents, if any, should be submitted to the District no later than February 1 for enrollment during the following school year. The ~~School Board~~ District may waive this deadline so that the District may continually accept open enrollment applications when classroom space is available provided the student meets the qualifications detailed in this procedure. The ~~Board or designee~~ District staff member responsible for reviewing open enrollment applications will not admit any student prior to viewing that student's records from their ~~student's~~ previous school districts.

The District has the option of accepting a student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

No tuition shall be charged when a student from another school attendance area or other Idaho school district attends a ~~non-resident~~ District school as described in this procedure and the related District policy. ~~under the State's Enrollment Options Program.~~

Application for District Students

For students who reside in the Twin Falls School District, the parent/guardian completes the Open Enrollment Application form and submits it to the principal of the school they wish to attend (receiving school). The receiving school principal will notify the home school principal.

Application for Out-of-District Students

For students who reside outside the ~~Twin Falls School~~ District boundary, the parent/guardian ~~shall~~ completes the Open Enrollment Application form and submits it to the principal of the school they wish to attend (receiving school) ~~and the parent/guardian must give notice to the home school.~~ The parent/guardian must also provide the student's educational record from their home school.

Decision Regarding Application

Once the receiving school principal receives the application from an in-District or out-of-District parent/guardian, along with the student's file from their home district, the ~~principal building~~ administrator or designee makes a determination to approve or not approve the transfer using the criteria set forth in this procedure and Policy 3010. ~~by completing the appropriate section of the Open Enrollment Application.~~ Approval or denial will happen on a case-by-case basis, utilizing and applying the factors noted below. The receiving school principal, if possible, should be knowledgeable and/or review the applicable records concerning:

1. The student;

2. The student's disciplinary record ~~academic history~~;
3. The student's attendance record; ~~disability evaluation data, if any; and/or~~
4. The student's disability is applicable; and
5. The placement options, given the District's capacity limits.

Applications will normally be considered on a "first-come first-served" basis. However, in situations where openings are limited, the Principal may give priority if a student:

- has a parent/guardian employed by the District (excluding temporary employees and contractors);
- resides in the Twin Falls School District and seeks enrollment in another District school;
- was previously enrolled at the requested school in a prior year;
- has a brother or sister enrolled at the requested school;
- ~~resides in the attendance area of another District school; or~~
- has a unique situation or extraordinary circumstances; ~~or~~
- seeks full-time enrollment rather than part-time enrollment.

None of the items listed above will guarantee enrollment in a requested school.

Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency, or institution located within the District shall be enrolled and shall not be charged tuition.

Homeless children as defined by the Steward B. McKinney Homeless Assistance Act (P.L. 100-77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of the such-homeless child as detailed in Policy 3060.

~~The Superintendent or designee-building administrator~~ will notify the parent/guardian of his or her ~~their~~ decision no later than March 31 or within 60 days of the close of the application period ~~or~~ of the application, if submitted outside of the application period.

Additionally, the District may offer provisional acceptance on applications, which will be made final after the fifth day of school when the student count is finalized. The district shall notify the student no later than the fifth day of school if their provisional acceptance has been revoked due to exceeding the capacity of non-resident students at the receiving school. The district shall notify the pupil if other district schools have capacity.

If the request for open enrollment is denied, the denial will include a written explanation. If the application is denied because classroom capacity has been reached at the school of choice, the denial may include information about other schools in the District that are below capacity.

If the request for open enrollment is approved, the notification will inform the parents of the

following:

1. Parents must provide transportation or get the student to the nearest District bus stop, if space is available;
2. Parents must notify the District by February 1 of each year regarding their intention to re-enroll their child under the Open Enrollment program ~~State law requires reapplication on an annual basis;~~
3. That open enrollment may be revoked if the student presents issues of chronic absenteeism, commits serious disciplinary infractions, is expelled, or if the receiving school exceeds maximum capacity with resident students within their first two years of admission ~~Inappropriate behavior in violation of District policies may be grounds for removing the student during the school year; and~~
4. ~~Special education, English Language Learners (ELL), or alternative school students must meet the requirements and the procedures established for those programs.~~

Grounds for Denial of Application

Factors which may cause an Open Enrollment Application to be denied include:

1. A school, grade, or program(s) has a lack of available classroom space and/or staff, such as when the current enrollment is at or above the following:

<u>Grade</u>	<u>Class/Teacher Load Size</u>
K-1	21
2-3	21
4-5	27
6-12	161 students per teacher per day
An average number of 28 students in the core class (English or Social Studies) that has the fewest number of sections at the individual school.	
Special Education Resource	17
Developmental Preschool	15
Spec. Ed. Self-Contained	An average of 7 students per classroom
English Language Learners (ELL)	21 per full-time ELL teacher
Alternative Schools	13 students per classroom

~~Exceeding such levels shall constitute a hardship to the District. The enrollment of a student from another District or attendance zone shall also be deemed to constitute a hardship if it would~~

- ~~a. Require the hiring of additional staff, the provision of educational services not currently provided in the school, or the crowding of existing classes;~~
 - ~~b. Cause an excessive number of students in a particular building.~~
2. The student has been suspended or expelled in their home district, ~~or has committed a disciplinary violation for which he/she could be suspended or expelled,~~

3. The student has a documented history of repeated serious ~~other documented~~ disciplinary infractions. This includes infractions that could be grounds for suspension, ~~or would cause a disruption of the education process. Factors to be included in making this determination may include:~~
 - a. ~~Whether the student is in good standing with the most recently attended school in terms of conduct and attendance;~~
 - b. ~~Whether the student demonstrates a record free of truancy;~~
 - c. ~~Whether the student demonstrates a clean behavior record in the school last attended for a period of at least one year;~~
 - d. ~~Whether the student's presence poses a detriment to the health and safety of other students and/or staff; or~~
 - e. ~~It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.~~
2. The student has issues of chronic absenteeism. A student is considered chronically absent if the student is absent 10% or more school days during the school year, or if the student is on track to be chronically absent based on the number of absences accumulated in the most recent quarter of the school year;
3. It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.

However, if the student has a 504 plan of IEP and the disciplinary or absenteeism issues are a manifestation of the disability, this shall not be grounds for denial of the application.

Revocation of an Open Enrollment Transfer

As long as an open enrollment student's parent/guardian has, before the preceding February, notified the District of their intention to re-enroll the student, the Superintendent shall treat that student as if they reside in the school's attendance area. However, the District reserves the right to remove an open enrollment transfer student ~~if at any time because of unacceptable behavior in violation of District policies or because of false or misleading information on the open enrollment application.~~

1. The student has a documented history of chronic absenteeism;
2. The student has a documented history of repeated serious disciplinary infractions;
3. The student has been expelled
4. The number of resident students exceeds the capacity limits set in this procedure. A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason, the District may offer information about other District schools that may be able to accept open enrollment students.

Appeals

If a student's open enrollment transfer is denied or revoked, the parent/guardian may request an administrative review by the Superintendent ~~of the transfer school.~~ The parent/guardian must request the review within five school days of receiving notice that their child's open enrollment

transfer has been denied or revoked. The Superintendent must respond within five school days of receiving the request for review. If the parent/guardian continues to disagree with the decision of the District, they may appeal the denial or revocation to the Board within five school days of receiving notice that their child's open enrollment transfer has been denied or revoked.

The ~~Board Superintendent of the transfer school~~ must render a decision to the parent/guardian at their next regular meeting and the Board must issue their decision in writing. ~~request for review within five school days.~~ The decision of the ~~Board Superintendent~~ may be appealed to the ~~State Board of Education Board~~.

If a student who is a resident of another district applies to this District and is accepted under the terms of this policy and fails to attend, ~~they he or she~~ shall be ineligible to apply again for open enrollment in this District.

Students with Disabilities

In-District and out-of-district students with disabilities are not treated differently from ~~non-disabled~~ students without disabilities with respect to consideration for placement in the school of their choice, unless the District has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice. Additionally, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability. ~~due to appropriate consideration of teacher and staff resources, program availability, hardship to the District, Declaration of Hardship, and/or other factors.~~



Cross Reference:	3010	Open Enrollment by Students Who Reside Within and Outside the District
	3060	Education of Homeless Children

Legal Reference: I.C. §33-1402 Enrollment Options

Policy History

Adopted: 12/9/13
ISBA 3/03
Revised: 8/11/14
9/12/16
7/9/18
11/11/19
10/12/20
7/12/21

Date Received _____

Time Received _____

3010F

**Twin Falls School District 411
Student Open Enrollment Request**

This application is to be completed by a parent or guardian requesting that a student be transferred from another to a school outside their assigned attendance school zone district, or a school in one residential attendance zone within the district to another school within the district. This application must be complete for the transfer to be considered. **No applications for transfer will be accepted before January 1 for the subsequent school year.** NOTE: For out-of-district applicants, a copy of the applicant student's cumulative record must be attached to this application. The cumulative record may be obtained by the parent/guardian from the student's current school.

Type of Request: <input type="checkbox"/> In-District (live in TFSD) <input type="checkbox"/> Out-of-District (live outside TFSD boundaries)				
Student Name: Last First		Current Grade:	Requested Grade:	School year for requested transfer:
Current Address:		Age:	Date of Birth:	
		Home Phone:		
Name of Father/Stepfather/Guardian:		Work Phone:	Cell Phone:	
Email Address:				
Name of Mother/Stepmother/Guardian:		Work Phone:	Cell Phone:	
Email Address:				
Currently living with: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian		Is the student's parent or guardian a Twin Falls School District Employee <input type="checkbox"/> Yes <input type="checkbox"/> No		
Currently living in school boundary of:	School currently attending:	Requested school:		
Special services being provided at current school: <input type="checkbox"/> Special Education <input type="checkbox"/> Elem GT <input type="checkbox"/> ELL <input type="checkbox"/> 504 <input type="checkbox"/> Other:				
Has your student had a history of chronic absenteeism within the past three years or is your student on track to be chronically absent during the most recent quarter? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Has your student had a history of disciplinary infractions within the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Has this student ever been suspended or expelled: <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", describe the circumstances including dates and duration				

If "Yes", to any of the three questions above please explain/describe the circumstances including dates and duration of suspensions.

Reason for Request

- Parent/guardian is a district employee
- Pending acquisition of another home (move to be completed within the semester); necessary documentation is attached (building permit or contractor agreement, proof of occupancy)
- Participation in academic program at receiving school – program _____
- To allow sibling to attend the same school that another sibling currently attends
- Serious medical/mental/psychological health condition **documented** by appropriate medical personnel creates needs that cannot be met at the home campus
- Documented, unresolved student conflicts exist that cannot be addressed at the home campus
- Day Care
- Other _____

Will your student participate in IHSAA sanctioned activities? ☐ Yes ☐ No
If "Yes" which sports/activities

If the student participates in any athletic program governed by IHSAA, he/she may not be eligible to participate at the new school. The parent or guardian should check IHSAA rules before submitting an application.

This request is made with full agreement to the following:

- I certify that the information provided is accurate and complete.
- I understand that approval of this request shall be dependent upon the acceptance and rejection standards stated in the District's policy, and revocation of this transfer may occur in accordance ~~to~~ with the conditions listed in the District's policy.
- I understand that students will only be allowed one transfer during the school year.
- I understand that the granted transfer does not guarantee specific classes/courses.

- I understand that initial approval must occur with the receiving school principal; the receiving principal determines a) grade level enrollment, b) the intended education program, and/or c) capacity and class loads in accordance with district policy.
- I understand that state and district athletic eligibility rules and regulations govern participation in athletic and activity programs.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand that I am responsible for providing transportation to and from school for my student.
- I understand that requests are approved for one school year only, and it is my responsibility to ~~complete an Open Enrollment Application Form each year until my student moves to the next school level~~ notify the school prior to February 1 or my intent to continue the transfer of my student in the following year.
- I understand that the transfer can be revoked at any time if there are attendance or discipline issues ~~or if there is no longer space within the grade level, class, or program.~~

Parent/Guardian

In signing this form, the parent/guardian confirms that he/she has read and understands the information listed on this form and that the information is accurate.

Parent/Guardian Signature _____ Date _____

Commented [1]: SDE has students 6-12 grade also sign

Steps:

1. Submit this form to the requested school.
2. The principal will contact the student's home school to verify information. Expelled students will be referred to the Superintendent.
3. If the application is submitted within the application period (prior to Feb. 1 of the preceding school year) the school will notify of acceptance or denial prior to March 31. If the application is made outside of the application period, parents will be notified no later than 60 days after the close of the application period or 60 days after the application is made, if outside of the normal application period. If the request is made after the start of school for the current school year, parents will be notified of a decision within five (5) school days. Approved forms will be sent to the student's home school for a signature.
4. The form will be returned to the requested school and kept on file.

Commented [2]: SDE provides a space for sending/home school principal's comments

Receiving Principal's Comments:	
Transfer Request (Receiving Principal): <input type="radio"/> Approved <input type="radio"/> Denied If denied due to space, this request will be kept on file for the requested year should space become available.	
Receiving Principal's Signature:	Date:
Home Principal's Signature:	Date:
Transfer Request: Approved ___ Denied ___ Reason for Denial:	
Date of Parent/Guardian Notification:	

ADOPTED: 8/11/08
TFSD
REVISED: 11/11/19
10/12/20
7/12/21