

Regulation 0510-10

Student Enrollment

Student Enrollment

Age of Admission: No student may be enrolled in kindergarten or first grade whose fifth (5th) or sixth (6th) birthday respectively does not occur on or before the first (1st) day of September of the school year in which the student registers to enter school.

1. A child aged five (5) who has completed a private or public out-of-state kindergarten for the required 450 hours, but has not reached the age requirements for enrollment, shall be allowed to enter the first (1st) grade.
2. Resident children with disabilities who qualify for special education and related services under the IDEA, school age shall begin at the attainment of age three (3).

Documentation: Subject to the provisions of McKinney Vento, the following documentation needs to be provided upon enrollment:

1. Birth Certificate
 - A certified copy (original/embossed/registrar's seal copy) of a student's birth certificate shall be provided within thirty (30) days of enrollment. (Section 18-4511, Idaho Code)
2. If a parent(s)/guardian(s) cannot provide a certified copy of a student's birth certificate, other reliable proof of the student's identity and date of birth may be provided, accompanied by an affidavit of the parent/guardian explaining the inability to produce a copy of the birth certificate. Examples of such other reliable proof of identity and date of birth may include the student's passport, visa, driver's license, or other government issued form of identification.
 - A student transferring schools within the same school district need not provide proof of identity and date of birth if the student's record already contains such verified information.

- If any documentation provided by a parent(s)/guardian(s) appears to be inaccurate or of a nature that causes concern or suspicion, school personnel shall contact the Superintendent or designee regarding such concern.

- A determination will be made by the Superintendent or designee as to whether law enforcement shall be contacted.

- If a parent(s)/guardian(s) fails to provide a copy of a student's birth certificate or other reliable proof of the student's identity and date of birth, with accompanying affidavit, within thirty (30) days of enrollment, school personnel shall contact the Superintendent or designee.

3. A determination will be made by the Superintendent or designee as to whether law enforcement shall be contacted.

- The Director of Special Education or designee will be notified if a student is served through IDEA.
- The Superintendent or designee shall notify the parent(s)/guardian(s), in writing, that they have an additional period of ten (10) days to comply with production. Failure to meet this requirement may result in revocation of enrollment.
- Immunization Records

4. A copy of the student's immunization records shall be provided within 30 days of enrollment. A parent(s)/guardian(s) shall provide a record, signed by a physician or physician's representative, or other licensed health care professional, verifying that the student has received or is in the process of receiving immunizations as specified by the state board of health and welfare or can effectively demonstrate, through verification in a form approved by the department of health and welfare, immunity gained through prior contraction of the disease.

5. An exemption can be provided regarding this immunization requirement as follows: School officials shall describe the exemptions provided in this section and provide a citation to this section (Section 39-4802, Idaho Code) to parents and guardians regarding immunizations. By submitting to the school, a signed statement indicating the objection on religious or other grounds.

6. By providing the school with a certificate signed by a physician licensed by the state board of medicine stating that the physical condition of the student is such that all or any of the required immunizations would endanger the life or health of the student and therefore shall be exempt from this provision.

7. Education Records

- The school shall request the student's education records from the student's previous school within 14 days after enrolling a transfer student.

- The sending school shall comply by forwarding the transferred student's record within ten (10) days, unless the provisions of section 18-4511, Idaho Code (relating to records of missing children and red flag placement on student records) are at issue.

- Transferred student records should include information concerning violent or disruptive behavior(s) or disciplinary actions(s) involving the student. This typically includes records relating to expulsion, suspension or significant disciplinary records. Records of this nature shall be contained in a sealed envelope, marked to indicate the confidential nature of such records, and addressed to the principal or other administrative officer of the school.
- If a student seeking to enroll has been expelled at another school, such matter shall be referred to the Superintendent or designee for consideration as to whether enrollment shall be permitted or if such enrollment request will be denied, including consideration of any appropriate procedures necessary for such denial determination.
- Failure of the parent or guardian to provide the required education records or failure of the provision of such records relating to a request of a previous school, shall constitute adequate grounds to revoke enrollment to the transferring student or to suspend the student if already enrolled. Any situation of this nature shall be referred to the Superintendent or designee.

8. Proof of Residency:

- At the time of enrollment, the parent or legal guardian of a student shall provide proof of residency.
- Proof of residency may include, but is not limited to current mortgage documentation, current lease, or current utility bill clearly indicating the name and address of the resident.
- Current is defined as within the last 60 days.
- In addition to providing proof of residency at the time of initial enrollment, proof of residency shall also be required at any time there is a change of address or a change of school including transitioning from elementary school to middle school and middle school to high school.
- If the school receives notification that there has been a change in address that the student no longer resides in the school's attendance boundaries and parent/guardian is unable to provide proof of residency, the student will be withdrawn at the end of semester or end of the year break. Notice may occur in advance of the semester or year-end break to allow the family to make appropriate arrangements.
- If the student is not residing with legal parent/guardian, then legal documentation must be provided to the school with evidence of legal status to make educational decisions on behalf of the student. (i., Power of Attorney)
- When addressing proof of residency, please also see Military Provisions and McKinney Provisions detailed below.

Initial Placement: The goal of student placement is to enhance the probability of student success.

A student entering school for the first time, at the age of five (5), in a traditional enrollment situation, will be placed in kindergarten. If the student has completed the necessary statutory prerequisites for an out of state kindergarten, consideration will be given as to appropriate placement for that individual student in Kindergarten or First Grade.

If a student is coming to the District from another public or private school, whether in Idaho or elsewhere, first consideration will be given to the grade placement of the student upon exit from their most recently attended school and the student's level of success in that grade placement. This will be determined based upon a review of the educational records received from the student's most recent placement.

With regard to a student coming to the District who has not otherwise been educated in public or private schools, Policy 0603.2: High School Credits and Graduation and/or any related Administrative Procedure should be followed.

Military Provisions: Any member of the United States Armed Forces who has received transfer orders to a location in Idaho and will, upon such transfer, reside in the District's attendance boundary, may enroll his or her student in the District regardless of where the student resides at the time of enrollment. Accordingly, such a student may be enrolled in the District prior to being able to establish official residency.

McKinney Vento Provisions relating to Enrollment: A student qualifies as a homeless student under the provision of the McKinney Vento Act if the student shares the housing of others due to loss of housing, economic hardship or a similar reason; staying in motels, trailer parks, or campgrounds due to the lack of an adequate alternative; staying in shelters or transitional housing; or sleeping in cars, parks, abandoned buildings, substandard housing or similar settings. Other similar housing conditions may also qualify a student under the provisions of McKinney Vento.

Under this act, a student who qualifies as homeless must be enrolled in school immediately, even if they lack documents or have missed application or enrollment deadlines during any period of homelessness. If a dispute arises over eligibility, school selection or enrollment, refer to the "McKinney-Vento Dispute Resolution Process" by contacting the social worker or the District's homeless liaison.

Transfer Guidelines for Open Enrollment

The District acknowledges that there are times that a student(s) may need or desire to attend a school other than the school in which they are zoned to attend. Building Administrators and the Superintendent or designee will administer the attendance boundaries policies and procedures referenced in Policy 904.00: School Attendance Zones.

The following guidelines shall be followed regarding a request by a parent/guardian for an In-District and Out-of-District transfer to allow a student to attend a West Ada School outside the student's attendance area.

General Guidelines

1. Open Enrollment is defined for grades K-12 for In-District and Out-of-District transfer applications.
 - Idaho's Open Enrollment statutory provisions do not apply to preschool.
2. Traditionally, students are required to attend the school in the attendance area and within the District boundaries of the residence of their parent(s)/guardian(s). The District will annually consider Open Enrollment applications allowing for students who reside outside of the District's boundaries to attend a school within the District's boundaries.
 - Nonresident and/or Out-of-District students who are placed by court order under the provision of the Idaho Youth Rehabilitation Act or the Child Protective Act, and reside in licensed homes, agencies and institutions shall be received and admitted by the District in which the facility is located.
 - Homeless children and youth, as defined by the McKinney-Vento Homeless Assistance Act shall refer to Policy 501.60 Homeless Students.
3. Dual enrollment or home school requests are not applicable to be approved for In-District or Out-of-District transfers. -An approved In-District or Out-of-District transfer does not guarantee specific classes for any student granted Open Enrollment. Additionally, students must be enrolled full-time; part-time enrollment is not permitted.
4. Simply because one student in a family is awarded enrollment does not mean that any other student within the family is guaranteed enrollment. Each enrollment request is reviewed on an individual basis, addressing the enrollment procedures and considerations, including classroom and program capacity.
5. Being granted an In-District or Out-of-District transfer in any given year does not guarantee nor indicate that it will be granted in any subsequent year.
6. Students moving from an elementary to a middle school or from a middle school to a high school must apply for Open Enrollment (In-District or Out-of-District) at the new school and are not guaranteed acceptance at the new school, regardless of being accepted for open enrollment at previous schools within the District. -For example, if a student is granted Open Enrollment to attend Eagle Elementary School, they do not automatically qualify to attend Eagle Middle School or Eagle High School. The student would have to pursue the Open Enrollment process to attend such schools.
7. In-District or Out-of-District transfer policy and Administrative Regulations do not apply to programs or schools which are subject to their own enrollment procedures (i.e., Schools of Choice, CTE (Career Technical Education) Programs, Charter Programs, Pre-school, DHH, etc.).

8. A student granted Open Enrollment must attend the school of admission by the District and cannot engage in any In-District or Out-of-District transfer process. If a student utilizing Open Enrollment wishes to attend a different school within the District, they must submit a new In-District or Out-of-District transfer application to the school they wish to attend.
9. If the student does not consequently attend the school to which the transfer was obtained after an In-District or Out-of-District transfer process, for a period of two years, the student must re-apply through the In-District and Out-of-District transfer process.
10. Once a student has been admitted through an In-District or Out-of-District transfer and has attended for two consecutive years, the student may complete their education at such a school unless their approved In-District or Out-of-District Transfer has been revoked pursuant to Administrative Regulation.
11. Parents/guardians will complete an “Intent to Continue” to indicate they are planning to attend the current school for the subsequent school year. In-District or Out-of-District transfer applications are required to be completed prior to February 1st to ensure students retain their placement for the subsequent school year.
12. An approved In-District or Out-of-District transfer may be revoked for the subsequent year or mid-year under the following circumstances:
 - The school in which the student is enrolled exceeds the maximum enrollment of the resident student or program due to growth.
 - The student is chronically absent.
 - The student commits repeated, serious disciplinary infractions.
 - Defined as two (2) or more documented suspendable incidents within the year of the approved transfer.
 - The student commits disciplinary infractions that result in expulsion.
13. The Director of Special Education will be notified if an In-District or Out-of-District transfer is going to be revoked, and the student is served through IDEA.
14. State and District athletic eligibility rules and regulations govern participation in athletic and activity programs.
 - In no case is an employee of the District to recruit students outside their District or attendance area. Discipline for violations of this policy/procedure may involve actions up to and including dismissal.
 - Student recruitment to participate in an athletic or activity program can have negative consequences on the student participant as well as the athletic or activity program.
 - No student shall participate, including practice, until an enrollment decision has been made.
 - A student who desires to participate in any varsity sport governed by the Idaho High School Activities Association (IHSAA) shall review IHSAA rules

and regulations prior to submitting a Power of Attorney Form. Certain school transfers will/may lead to student ineligibility to play at the varsity level for at least one (1) school year.

15. Not less than four (4) times per year, the District shall post on its website the space available at each grade level in each school and program.

In-District Transfer Guidelines

1. Priority will be given to In-District transfer requests as follows:
 - In-District transfer requests where the student has siblings already attending the school.
 - In-District transfer requests, where the student's parents work at least as a .50 FTE at the subject school.
 - In-District transfer requests, where the student's parents work at least as a .50 FTE for the District.

Out-of-District Transfer Guidelines

1. Starting with the 2024-25 school year, Out-of-District applications for students of District employees shall be treated in the same manner as all other Out-of-District transfer applications.
2. Students attending a School of Choice must be enrolled full-time; part-time enrollment is not permitted.

Procedures to Request an In-District Transfer

The following procedures shall be followed regarding a request by a parent/guardian for an In-District transfer to allow a student to attend a school within the West Ada School District outside the student's attendance area:

- Parent(s)/guardian(s) shall complete the online In-District Transfer application (Enrollment I West Ada School District), which must be submitted to the receiving school by February 1st for enrollment during the subsequent school year.
 - Per Idaho Code, Out-of-District applications shall be accepted at any time throughout the year.
 - Applications received after February 1st for the subsequent year will be considered based on capacity as outlined in the Administrative Regulation.
 - Incomplete applications will be cancelled and not considered.
- The receiving school administration shall review the requested In-District transfer, considering the ratios identified herein.

- If the receiving school approves the In-District transfer, an approval letter will be sent by the receiving campus to the parent(s)/guardian(s) within sixty (60) days of the application. The sending campus and the Superintendent or designee will be copied on the approval letter.
 - Upon the parent's/guardian's receipt of this communication, the parent/guardian has a period of one (1) calendar week to notify the receiving school that they are accepting or rejecting the offer of an In-District Transfer.
 - If the receiving school does not receive notice within one (1) calendar week, the receiving school shall assume the parent/guardian is not accepting the offer of the In-District transfer and the student will remain at their current placement rather than the school sought in the In-District Transfer.
- If the receiving school denies the In-District transfer request, a denial letter explaining the reason for denial will be sent to the parent/guardian within sixty (60) days of the application. The sending campus and Superintendent or designee will be copied on the denial letter.

Transfer Considerations by District

In reviewing an In-District transfer request, space available considerations must recognize and allow for growth within the school's boundary attendance area during the summer months and school year.

For In-District transfer considerations, the following student/teacher ratios are applicable:

|-----|----| | Kindergarten, Grades 1-2 | 20 | | Grade 3 | 21 | | Grade 4-5 | 27 |

At the secondary level, to allow for growth in the school's boundary attendance area, core classroom size per grade level is the standard used to determine maximum enrollment for the purpose of transfer guidelines:

|-----|----| | Grades 6-12 | 27 | | Grades 6-8 Alternative | 16 | | Grades 9-12 Alternative | 16 |

Core is defined as English Language Arts (ELA), Math, Science, and Social Studies.

Regarding students who qualify for services under IDEA or other specialized programs, the following guidelines shall be applicable:

|-----|-----|
 I Special Education Resource Rooms | Case load per teacher of 20 students | |
 Special Education Extended Resource Rooms | No greater than 10 students per teacher | |
 Specialized Extended Resource Rooms | No greater than 5 students per room | |
 Special Education Programs | No greater than 12 students per full-time Special Education Teacher/FTE | |
 Blended Programs | No greater than 12 students per room | |
 18-21 Transition Programs | No greater than 6 per room | |
 SLP Services |

No greater than a caseload of 40 per SLP full-time I I D/ HH Programs I Not available for open enrollment. Placement is addressed only by interlocal contract with Districts. I I Multilingual Learners (ML) I No greater than 20 per full-time ML Teacher/FTE I

Students with disabilities shall receive equitable access to educational opportunities in accordance with applicable laws and district policies. Applications for school placement will be reviewed by the Special Education Department to assess whether the student's specific needs can be met at the requested school, considering current school capacity and available resources. Determining factors will include, but are not limited to, building capacity, teacher and staff caseloads, availability of appropriate resources, program options, and alternative school locations.

Waiting List

A wait list shall be generated by each school after February 1st for the subsequent school year, with all students who have sought enrollment but were denied due to capacity limitations. Upon parental/guardian request, the student shall be placed on a wait list for the school/grade/program.

In creating the waiting list, requests for an In-District transfer will be considered on a first-come, first-served basis and will be accepted only on a space available according to the school/grade/program capacities.

The wait list shall expire at the end of the school year and will not be given consideration for any opening the subsequent school year. Any student on the wait list who seeks to enroll in the subsequent year in the school/grade/program shall submit the appropriate documentation in a new application.

Should a circumstance arise that an opening exists which the student could fill, the school shall be in contact with the family regarding the opening as to whether the family wishes to accept or decline the seat for their student.

- Such discussion may include consideration as to whether a mid-term transfer is in the best educational interest of the student and the potential that the placement will or will not be available for the next school year. If a student declines the open placement from the wait list, they shall be removed from the wait list.

Denial for In-District Transfer

Reasons for denial of an In-District transfer request, include, but are not limited to:

- The receiving school does not have space available pursuant to the above referenced student to teacher ratios and/or program capacity limitations.
- The student has a documented history of chronic absenteeism.
- The student has a documented history of significant disciplinary issues defined as two (2) or more documented suspendable incidents within a year of the date of the student's application.

Revocation for In-District Transfer

A previously approved In-District Transfer may be revoked under the following circumstances.

- The school in which the student is enrolled exceeds the maximum enrollment of resident student or program due to growth.
- The student is chronically absent.
- The student commits repeated, serious disciplinary infractions:
 - Defined as two (2) or more documented suspendable incidents within the year of the approved In- District transfer.
- The student commits disciplinary infractions that result in expulsion.

Revocation due to student or program capacity or disciplinary infractions, short of expulsion will occur prior to the start of school, at the end of semester or end of the year break. Notice of such revocation may occur in advance of the semester or year-end break to allow the family to make appropriate arrangements.

However, pursuant to Idaho Code 33-1402, the receiving school may not revoke a transfer approval to a school after two (2) consecutive years of attendance beginning with the 2023-24 school year. If a transfer approval is revoked under this subsection, the receiving school must offer the student information about other schools within the District that are below maximum enrollment.

Appeal Process for Denial/Revocation

- If the In-District transfer is denied or revoked after being approved, the parent(s)/guardian(s) may appeal the decision to the Director of Accountability and Support within five (5) working days of receiving the written notice from the school by completing the "Open Enrollment Appeals" form. (Enrollment I West Ada School District)
 - If the denied application reason was due to "over capacity" for the subsequent school year, appeals may be submitted but will not be reviewed until June 1st due to the "over capacity" transfer request wait list.
 - For the subsequent school year, appeals may be submitted based on the other three (3) denial reasons and will be reviewed within thirty (30) days.
- The Director of Accountability and Support may choose to overturn the denial/revocation or uphold the decision.
- If the Director of Accountability and Support upholds the denial/revocation decision, the parents/guardians may appeal the decision to the Superintendent within five (5) working days of receipt of written notice from the Director of Accountability and Support.

- If the Superintendent upholds the denial/revocation decision, the parent(s)/guardian(s) may request an administrative review by the Board of Trustees in writing to the Board's Clerk within five (5) working days of receiving the written notice.
 - The Board of Trustees shall consider the appeal at its next regularly scheduled meeting.
 - The Board of Trustees must issue its decision in writing.
- Parent(s)/guardian(s) may appeal the Board of Trustees' decision of denial/revocation to the State Board of Education as outlined in Idaho Code 33-1410.

Transfer for Victim of Violent Offense on School Grounds

Notwithstanding any other provision associated with In-District transfers, any student who is the victim of a documented violent criminal offense on school grounds shall be permitted to transfer to another school within the District. If a student has been subject to such an event, the request for transfer and submission of the transfer request documentation shall be directed to the Superintendent or designee as opposed to submission at the school level.

Transfer from Persistently Dangerous Schools (20 USC 7912)

If any school within the District is found to be persistently dangerous in accordance with federal law, students attending the school shall be permitted to transfer to another traditional or charter school within the District which is not persistently dangerous. The transfer may be either permanent or temporary and lasts until the school of origin is no longer designated as persistently dangerous. Parent(s)/guardian(s) of students shall be notified that the school has been designated as persistently dangerous within ten (10) days of being so designated. Within twenty (20) days of receiving such notification, students may be transferred to another school within the District.

Procedures to Request Out-of-District Transfer for Open Enrollment

These procedures shall be followed regarding a request for an Open Enrollment transfer by a parent/guardian for a student residing outside of the West Ada District boundaries:

- Parent(s)/guardian(s) shall complete the Out-of-District application (Enrollment I West Ada School District), which must be submitted to the receiving school by February 1st for enrollment during the subsequent school year.
 - Per Idaho Code, Out-of-District applications shall be accepted at any time throughout the year.
 - Applications received after February 1st for the subsequent year will be considered based on capacity as outlined in the Administrative Regulation.
 - The application must be complete and include the student's academic, attendance, and discipline records.

- Incomplete applications will be canceled and not considered.
- The receiving school shall review the student's Out-of-District application and a decision to accept, or decline shall be made within sixty (60) days.
- If the receiving school approves the Out-of-District, an approval letter will be sent by the receiving campus to the parent(s)/guardian(s) within sixty (60) days of the application.
 - Upon the parent's/guardian's receipt of this communication, the parent/guardian has a period of one (1) calendar week to notify the receiving school that they are accepting or rejecting the offer of an Out-of-District Transfer.
 - If the receiving school does not receive this notice within one (1) calendar week, the receiving school shall assume the parent/guardian is not accepting the offer of the Out-of-District transfer and the student will not be admitted into the school.
- If the receiving school denies the Out-of-District transfer request, a denial letter explaining the reason for denial will be sent to the parent/guardian within sixty (60) days of the application.

Transfer Considerations by District

In reviewing an Open Enrollment request, space available considerations must recognize and allow for growth within the school's boundary attendance area during the summer months and school year. For Open Enrollment considerations, the following student/teacher ratios are applicable:

|-----|----| Kindergarten, Grades 1-2 | 20 | Grade 3 | 21 | Grade 4-5 |
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At the secondary level, to allow for growth in the school's boundary attendance area, core classroom size per grade level is the standard used to determine maximum enrollment for the purpose of Open Enrollment guidelines:

|-----|----| Grades 6-12 | 27 | Grades 6-8 Alternative | 16 | Grades 9-12 Alternative | 16 |

Core is defined as English Language Art (ELA), Math, Science, and Social Studies.

Regarding students who qualify for services under IDEA or other specialized programs, the following guidelines shall be applicable:

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I Special Education Resource Rooms | Case load per teacher of 20 students | |
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Specialized Extended Resource Rooms | No greater than 5 students per room | |
Special Education Programs | No greater than 12 students per full-time Special Education Teacher/FTE | |
Blended Programs | No greater than 12 students per room | |
18-21 Transition Programs | No greater than 6 per room | | SLP Services |

No greater than a caseload of 40 per SLP full-time I I D/ HH Programs I Not available for open enrollment. Placement is addressed only by interlocal contract with Districts. I I Multilingual Learners (ML) I No greater than 20 per full-time ML Teacher/FTE I

Students with disabilities shall receive equitable access to educational opportunities in accordance with applicable laws and district policies. Applications for school placement will be reviewed by the Special Education Department to assess whether the student's specific needs can be met at the requested school, considering current school capacity and available resources. Determining factors will include, but are not limited to, building capacity, teacher and staff caseloads, availability of appropriate resources, program options, and alternative school locations.

Waiting List

A wait list shall be generated by each school after February 1st for the subsequent school year, with all students who have sought enrollment but were denied due to capacity limitations. Upon parental/guardian request, the student shall be placed on a wait list for the school/grade/program.

In creating the waiting list, requests for an Out-of-District application will be considered on a first-come, first-served basis and will be accepted only on a space available according to the school/grade/program capacities after preference is given to all In-District transfer applications to the requested school.

The wait list shall expire at the end of the school year and will not be given consideration for any opening the subsequent school year. Any student on the wait list who seeks to enroll in the subsequent year in the school/grade/program shall submit the appropriate documentation in a new application.

Should a circumstance arise that an opening exists which the student could fill, the school shall be in contact with the family regarding the opening as to whether the family wishes to accept or decline the seat for their student.

Such discussion may include consideration as to whether a midterm transfer is in the best educational interest of the student and the potential that the placement will or will not be available for the next school year. If a student declines the open placement from the wait list, they shall be removed from the wait list.

In creating the waiting list, requests for an Open Enrollment application to a school outside the student's attendance area will be considered on a first-come, first-served basis after preference is given to all In-District transfer applications to the requested school.

Denial for Out-of-District Transfer

Reasons for denial of an Out-of-District transfer application, include, but are not limited to:

- The receiving school does not have space available pursuant to the above referenced student to teacher ratios and/or program capacity limitations.
- The student has a documented history of chronic absenteeism.

- The student has a documented history of significant disciplinary issues within a year.
 - Defined as two (2) or more documented suspendable incidents within a year of the date of the student's application.
- The student commits disciplinary infractions that result in expulsion.

Revocation for Out-of-District Transfer

- A previously approved Out-of-District transfer may be revoked under the following circumstances.
 - The school in which the student is enrolled exceeds the maximum enrollment of resident students or program due to growth.
 - The student is chronically absent.
 - The student commits repeated, serious disciplinary infractions:
 - Defined as two (2) or more documented suspendable incidents within the year of the approved Out-of-District transfer.
 - The student commits disciplinary infractions that result in expulsion.

Revocation due to student or program capacity or disciplinary infractions, short of expulsion will occur prior to the start of school, at the end of semester or end of the year break. Notice of such revocation may occur in advance of the semester or year-end break to allow the family to make appropriate arrangements.

However, pursuant to Idaho Code 33-1402, the receiving District may not revoke a transfer approval to a school after two (2) consecutive years of attendance. If a transfer approval is revoked under this subsection, the receiving school must offer the student information about other schools within the District that are below maximum enrollment.

Appeal Process for Denial/Revocation

- If an Out-of-District transfer is denied or revoked after being approved the parent(s)/guardian(s) may appeal the decision to the Superintendent or designee within five (5) school days of receiving the written notice from the school by completing the "Open Enrollment Appeals" form. (Enrollment I West Ada School District)
 - If the denied application reason was due to "over capacity" for the subsequent school year, appeals may be submitted but will not be reviewed until June 1st due to the "over capacity" transfer request wait list.
 - For the subsequent school year, appeals may be submitted based on the other three (3) denial reasons and will be reviewed within thirty (30) days.
- The Director of Accountability and Support may choose to overturn the denial/revocation or uphold the decision.

- If the Director of Accountability and Support upholds the denial/revocation decision, the parents/guardians may appeal the decision to the Superintendent within five (5) working days of receipt of written notice from the Director of Accountability and Support.
- If the Superintendent upholds the denial/revocation decision, the parent(s)/guardian(s) may request an administrative review by the Board of Trustees in writing to the Board's Clerk within five (5) working days of receiving the written notice.
 - The Board of Trustees shall consider the appeal at its next regularly scheduled meeting.
 - The Board of Trustees must issue its decision in writing.
- Parent(s)/guardian(s) may appeal the Board of Trustees' decision of denial/revocation to the State Board of Education as outlined in Idaho Code 33-1410.

Dual Enrollment

Building Administrators and the Superintendent or designee will administer the attendance boundaries policies and procedures.

The West Ada School District will allow for the Dual Enrollment of students as provided for in section 33-203, Idaho Code.

Dual enrollment options, upon meeting the District's criteria and provisions of Idaho Code, are as follows:

1. Another Idaho Public School District with approved MOU
2. A Charter School with approved MOU
3. A Private School with approved MOU
4. Post Secondary Institution and has not graduated from High School – No MOU

Such District approved MOUs shall detail the responsibilities for various activities associated with the student's education and attendance at each institution, including but not necessarily limited to matters of responsibility for state testing, technology, special education, diploma issuance, transcription of grades, title programs, GT, ML, and disciplinary records. Accordingly, when considering an application for Dual Enrollment, it is important for Building Administration to have a full understanding of the student's other educational activities.

Dual Enrollment Guidelines

1. All Dually Enrolled students shall be subject to all the same eligibility standards as a regular full-time student.
2. For all Dually Enrolled students participating in nonacademic public-school activities for which public school students must demonstrate academic proficiency or eligibility, the Dually Enrolled student shall demonstrate composite grade-level

academic proficiency on any State Board of Education recognized achievement test, the portfolio, or other mechanism as provided for in State Board of education rules.

1. Additionally, a student shall be eligible if he/she achieves a minimum composite score, core, or survey test score within the average or higher than average range as established by the test service utilized on any nationally normed test. Demonstrated proficiency shall be used to determine eligibility for the current and following school years.
3. Oversight of academic standards relating to participation in nonacademic public-school activities shall be the responsibility of the primary educational provider for that student as determined in the MOU.
4. The District shall provide nonpublic students who wish to participate in Dual Enrollment activities the opportunity to take state tests or other standardized tests given to all regularly enrolled public school students.
5. Students may not Dually Enroll solely for special education. The Dual Enrollment statute does not establish an entitlement to FAPE (Free Appropriate Public Education) for a student with a disability. This means that there is no individual right to receive some or all special education services that the student would receive if enrolled in public school. Dually Enrolled nonpublic or public charter school students could also be eligible to receive services that have been agreed upon through the District and private school/charter school consultation process. These services would be delivered through a service plan.
 1. Reference the SDE Q&A on Dual Enrollment and IDEA Q & A for further guidance: Dual Enrollment Q & A (idaho.gov)
 6. As per Idaho Parental Choice Tax Credit I.C. 63-3029N and I.C. 67-1230 "Parents cannot claim the credit for any semester in which a student was enrolled full-time or part-time in a public school district, public charter school, public magnet school or part time in public kindergarten." Less than part-time is defined as follows:
 1. High school is 2 or less credited classes
 2. Middle school is 3 or less classes
 3. Elementary school is 2.5 hours or less either morning or afternoon block.

Procedures to Request Dual Enrollment

1. A parent/legal guardian must complete the Dual Enrollment Application seeking to attend the school(s) in the District in conjunction with the student's other educational activities.
2. Pursuant to the identified ratios, the building administrator will review the availability of seats via the course or program the student has requested to enroll in and either approve or deny the dual enrollment application.

3. The building administration must have a clear understanding of whether the student is attending any other public school of the state of Idaho.
 1. If the dual enrollment application is approved, the parent/legal guardian will be provided the District's MOU to submit to the educational entity to complete. The parent/legal guardian will return the completed District's MOU to the District school the student has dual enrolled at.
 2. The dual enrolled District school will submit the MOU to the CFO for approval.
 3. If there is a MOU, such must be put in place for the new student in question.
 4. If there is not an MOU in place, the CFO or designee will take steps to put a new cooperative agreement into place.
4. Registration and enrollment procedures are required of a student requesting dual enrollment status even if only participating for interscholastic or nonacademic activity.

Considerations of District in Processing Dual Enrollment Requests

1. Dual enrollment requests are not applicable to approved In-District and Out-of-District transfers.
2. Dual enrollment requests are not applicable to Schools of Choice.
3. Dual enrollment requests are subject to available capacity at the requested school.
4. If enrollment in a specific class or program reaches the maximum for the program, priority for enrollment shall be given to a student who is enrolled full time in the West Ada School District.
5. Regular full-time students will be given priority for enrollment at the start of each semester.
 1. Middle school students who choose to take a required core class in a public charter school setting will be limited to two (2) semesters of electives/one (full year elective in seventh grade and four (4) semester electives/two (2) full year electives in eighth grade.
6. If a class or program is full and includes a part-time nonpublic or public charter school student when a regular full-time student transfers into the school during the semester, the District's normal enrollment procedures shall remain the same and the non-public or public charter school student may not be unenrolled during the semester to provide space for the full-time student during the current semester.
 1. A dually enrolled student may be revoked at the semester if the class or program does not have space available refer to AR(3) for student to teacher ratios and/or program capacity limitations.

7. If a student has been granted Dual Enrollment, the student must be coded in the District's student management system designating that the student is dually enrolled.

Home School Dual Enrollment

Building Administrators and the Superintendent or designee will administer the attendance boundaries policies and procedures. The West Ada School District will allow for the enrollment of Home School students as provided for in section 33-203, Idaho Code.

A student who resides within the boundaries of the District but is not enrolled in another Idaho public school district, charter school, or private school may dually enroll at their designated boundary school as a home school dual enrollment student.

Accordingly, when considering an application for a Home School Dual Enrolled Student, it is important for building administration to understand the student's other educational activities.

Home School Dual Enrollment Guidelines

1. All home school dual enrolled students shall be subject to all the same eligibility standards as regular full-time students at their boundary school.
2. For all home school dual enrolled students participating in nonacademic public-school activities, including Idaho High School Activities Association (IHSAA), for which public school students must demonstrate academic proficiency or eligibility, the home school dual enrolled student shall demonstrate composite grade-level academic proficiency on any State Board of Education recognized achievement test, portfolio, or other mechanism as provided for in State Board of education rules. The home school student is only eligible to participate in IHSAA activities at their boundary school.
 1. Additionally, a student shall be eligible if he/she achieves a minimum composite score, core, or survey test score within the average or higher than average range as established by the test service utilized on any nationally normed test. Demonstrated proficiency shall be used to determine eligibility for the current and following school years.
3. The District shall provide nonpublic students who wish to participate in home school dual enrolled activities with the opportunity to take state tests or other standardized tests given to all regularly enrolled public school students.
4. Home school dual enrolled students may not enroll solely for special education services. The home school statute does not establish an entitlement to FAPE (Free Appropriate Public Education) for a home school student with a disability. This means that there is no individual right for a home school dual enrolled student to receive some or all special education services that the student would receive if enrolled in public school. A home school dual enrolled student who is

enrolled for partial participation at the District's schools may receive accommodations in the courses for which they are enrolled. Such will be addressed on a case-by-case basis on a plan developed by the District.

1. Reference the SDE Q&A on Home Programs and IDEA Q & A for further guidance: Home Programs and IDEA Q&A (idaho.gov)
5. As per Idaho Parental Choice Tax Credit I.C. 63-3029N and I.C. 67-1230 "Parents cannot claim the credit for any semester in which a student was enrolled full-time or part-time in a public school district, public charter school, public magnet school or part time in public kindergarten." Less than part-time is defined as follows: 1. High School is 2 or less credited classes 2. Middle School is 3 or less classes 3. Elementary School is 2.5 hour or less of either morning or afternoon block

Procedures to Request Home School Enrollment

6. A parent/legal guardian must complete the Home School Application seeking to attend a school in the District each semester. The Home School Application may be found on the District's Enrollment website page. (Enrollment | West Ada School District select the "Other Related Forms option")
7. The building administrator will review the availability of seats via the course or program the student has requested to enroll in and either approve or deny the Home school Student enrollment application.
8. A student requesting Home School Student status even if only participating for interscholastic or nonacademic activity will register through the District's approved athletic and activities program, currently "Aktivate."
9. High School Only :
 1. The school will provide the PowerSchool Intent to Home School letter for parents to sign to be applied to the building graduation-rate reporting. Such documentation is necessary for the State and District to track graduation statistics required of all Idaho Public School Districts. This form needs to be completed one time at the high school where the student is enrolled.

Considerations of District in Processing Home School Enrollment Requests

1. Home school requests are not applicable to approved In-District and Out-of-District transfers.
2. Home school requests are not applicable to Schools of Choice.
3. Home school requests are subject to available capacity at the requested school.
4. If enrollment in a specific class or program reaches the maximum for the program, priority for enrollment shall be given to a student who is enrolled full-time in the West Ada School District.
5. Regular full-time enrolled students will be given priority for enrollment at the start of each semester.

6. If a class or program is full and includes a home-schooled student when a regular full-time student transfers into the school during the semester, the District's normal enrollment procedures shall remain the same and the home-school student may not be unenrolled in the middle of the semester to provide space for the full-time student during the current semester.
 1. A home-schooled student may be revoked at the end of semester if the class or program does not have space available as referenced to AR(3) for student to teacher ratios and/or program capacity limitations.

If a student has been granted home school student status, the student must be coded in the District's student management system designating that the student is home-schooled.

Schools of Choice (SOC) General Information

The District employs a lottery system to select students for its Schools of Choice. The purpose of the lottery is to provide an equitable system for selecting students when there is a greater student interest than seats available in a School of Choice Program.

School of Choice General Information

1. School of Choice application deadlines will be posted on the District's website annually.
 1. If the application is not received by the posted date or if the received application is incomplete, it will not be considered for the lottery enrollment process.
2. The Schools of Choice Lottery date will be posted on the District's website annually.
 1. The District will make every effort to live-stream and/or record the lottery process for the Schools of Choice.
3. Each student seeking to initially be a student at a School of Choice must complete the application process.
 1. In-District must be a resident within the West Ada District's boundary at the time of application.
 2. Out-of-District must be a resident of Idaho at the time of application.
4. If the number of applications received is less than the number of allotted seats for the School of Choice, by grade, all students will be accepted providing the special program has not exceed capacity. Refer to AR(2a) and AR(2b).
 1. This does not apply to Renaissance High School and Idaho Fine Arts Academy.

5. If the number of applications received is greater than the number of allotted seats for the School of Choice, by grade, a lottery will be convened.
6. Once all available seats are assigned, District administration or designee will draw a grade level wait list for each School of Choice. The students on the wait list will be listed in order and will be offered a seat when one becomes available.
7. A parent(s)/guardian(s) of a new student seeking enrollment must complete the Schools of Choice online application located on the District's website or at the School of Choice website.
 1. If a patron cannot access the Schools of Choice online application, they are directed to come to the District Service Center where an online application can be completed.
 2. Siblings of currently enrolled School of Choice students must complete the application process.
8. In the event of grade acceleration or retention after the time of application parent(s)/guardian(s) need to contact the building administration or designee to update their student's application to the appropriate grade level prior to the date of the lottery draw.
 1. Failure to do so may jeopardize placement in the appropriate grade and negatively impact continued placement and ability to attend the School of Choice.

9. Idaho Fine Arts Academy

1. Admission determinations for the Idaho Fine Arts Academy are based upon a performance audition. The Superintendent or designee is directed to create protocols for the determination of such an admission process. Refer to 0501.90 AR(10)

10. Renaissance High School

1. Admission determinations for Renaissance High School are based upon academic indicators. The Superintendent or designee is directed to create protocols for the determination of such an admission process. Refer to Policy 0501.90 AR(9)

District Lottery Process

All on-time received applications are numbered by category and grade level and are given priority as follows:

- Category 1
 - A student of a district employee who is employed at .50 FTE or greater at the school of choice building.
 - Siblings of currently enrolled student(s) (who will be attending in the coming year) living in the primary SOC attendance zone.

- Category 2
 - A student of a district employee who is employed at .50 FTE or greater living in or outside the West Ada School District boundary.
 - Siblings of currently enrolled students (who will be attending in the coming year) living outside the primary SOC attendance zone, living within West Ada School District boundary.
- Category 3
 - New applicant living within the primary SOC attendance zone.
- Category 4
 - New applicant living outside the primary SOC attendance zone, living within West Ada School District boundary.
- Category 5
 - Siblings of currently enrolled students (who will be attending in the coming year) living outside the West Ada School District boundary.
- Category 6
 - New applicant living outside West Ada School District boundary.

District Post Lottery Process

1. Students who were selected in the lottery will need to accept or decline their seat in the timeframe stated in the Acceptance Letter.
 1. If the applicant accepts, the parent/guardian will proceed to enroll their student at the School of Choice submitting valid proof of residency within thirty (30) days. Policy 0501.90 AR(1) for valid proof of residency options.
 1. Proof of residency will be confirmed and checked against the address provided at the time of application.
 2. The school has now become the student's "primary school".
 2. If the applicant declines the offer, the parent/guardian will need to enroll their student at their boundary school or other open enrollment options.
 3. If no response is recorded, that seat will no longer be saved for the student.
2. If an In-District or Out-of-District student is offered a seat from the wait list while school is in session during the spring for the subsequent school year, the parent(s)/guardian(s) has two (2) workdays to accept the offer before the school proceeds to the next student on the wait list.
3. In the event of grade acceleration or retention after the time of placement at a School of Choice placement, is contingent on space available in the new grade level. If space is not available, the student will need to return to enroll at their boundary school.

4. Full-time students have priority over dual-enrolled or home-schooled students in a School of Choice.
 1. If there are students accepted to a School of Choice who want to be dually enrolled or home schooled after acceptance, the student will forfeit their seat to a full-time student on the waitlist.
 2. If there are students on a School of Choice wait list in a grade level where a currently enrolled student wants to be dually enrolled or home schooled after acceptance, the student will forfeit their seat to a full-time student on the waitlist.
5. A late application for an In-District or Out-of-District student may be considered for any wait list, in the order that they are received.
6. During the summer break (June and July), if an In-District student is offered a seat from the wait list the parent(s)/guardian(s) has five (5) workdays to accept the offer.
7. Idaho's Open Enrollment statute 33-14 does not apply to Schools of Choice.
8. A parent/guardian may only request a procedural review of the lottery drawing within five (5) workdays of receiving written notice to the Director of Accountability and Support. Any decision will be final.
9. Students attending a School of Choice must be enrolled full-time; part-time enrollment is not permitted.

Out-of-District Information for Schools of Choice

1. An Out-of-District student who accepts a seat to attend a School of Choice must complete both the School of Choice enrollment process and the Out-of-District transfer application process.
2. An Out-of-District student enrolled in a School of Choice via Open Enrollment must submit a new Out-of-District application if they wish to transfer to another non-school of choice school within the District.
3. Any Out-of-District student who is on a School of Choice wait list and has not been accepted into the School of Choice by June 1st, will be removed from the wait list.
 1. An Out-of-District student who was removed from the wait list may re-apply. The student will then be placed on the wait list and may be offered a seat after In-District students have been given the opportunity to accept a seat.
4. If a student is an In-District student at the time of application, lottery, and acceptance, and subsequently moves, becomes an Out-of-District student after June 1st but before attending the first day of school, the student's seat at the School of Choice will be forfeited.

Elementary Schools of Choice General Application Process

There are two timeframes to apply. On-time applications for the lottery for the subsequent year are due in the month of November. If a parent/guardian missed the on-time application period, January through October is the late application timeframe.

Only the applications submitted in November can qualify for the lottery draw in December.

1. Complete the online Elementary School of Choice Lottery Application in November. (on-time applications)
 1. A student may apply for multiple Schools of Choice within the District.
2. The Elementary School of Choice Lottery will be scheduled for the second week of December.
3. If through the lottery process, a student is selected to attend more than one School of Choice, the family shall have a period of three (3) school-days to notify the District as to which School of Choice the student will be attending.
 1. This timeline applies regardless of the general timeline provided for all students to accept placement.
 2. Once that selection is made by the family, the student shall be removed from the attendance list for the other Schools of Choice for which the student had been drawn.
4. Each completed ON-TIME applicant will receive one of the following letters via email within the week following the lottery selection:
 1. Acceptance Letter
 2. Wait List Letter
5. Students who were selected in the lottery will need to accept or decline their seat in the timeframe stated in the Acceptance Letter.
 1. If the applicant accepts, the parent/guardian will proceed to enroll their student at the Elementary School of Choice submitting valid proof of residency within thirty (30) days. (Refer to AR(1) for proof of residency options).
 1. Proof of residency will be confirmed and checked against the address provided at the time of application.
 2. The Elementary School of Choice has now become the student's "primary school".
 2. If the applicant declines the offer, the parent/guardian will need to enroll their student at their primary attendance boundary school or other open enrollment options.
 3. If no response is recorded, that seat will no longer be saved for the student.

6. Prior to offering a seat to an Out-of-District student who is serviced through IDEA, the administration will verify the special program does not exceed capacity. Refer to AR(3) and AR(4).

7. Late Applications

1. The late application timeframe is January through October.
2. These are applications submitted to be placed on the school/grade late wait list.
3. The school will contact the parent/guardian of the applicant if their application is next in line and/or qualifies for a placement offer.
4. If the parent/guardian accepts a placement offer, the school will assist with the enrollment process.

Renaissance High School General Application Process

Renaissance High School is a School of Choice with academic requirements for admission in addition to following the lottery process.

There are two-time frames to apply. On-time applications for the lottery for the subsequent school year are due in the month of November. If a parent/guardian missed the on-time application period, January through October is the late application time frame.

Only the applications submitted in November can qualify for the lottery draw in December.

1. Complete the online School of Choice Lottery Application for Renaissance High School (RHS) in November. (on-time applications)
2. The School of Choice Lottery for RHS will be scheduled for the second week in December.
3. Each completed ON-TIME applicant will receive one of the following letters via email within the week following the lottery selection:
 1. Acceptance Letter
 2. Wait List Letter
4. Students who were selected in the lottery will need to accept or decline their seat in the time frame stated in the Acceptance Letter.
 1. If the applicant accepts, the parent/guardian will proceed to enroll their student at Renaissance High School. This school has now become the student's "primary school".
 2. If the applicant declines the offer, the parent/guardian will need to enroll their student at their primary attendance boundary school or other open enrollment options.
 3. If no response is recorded, that seat will no longer be saved for the student.

5. Student acceptance of their lottery seat in December is contingent upon Spring ISAT scores.
 1. Students will need to score Proficient (Level 3) or Advanced (Level 4) in both 8th grade ISAT ELA (English Language Arts) and Math held in the spring.
 2. Student scores will be verified at the end of April or May (when official ISAT scores have been released).
 3. If the student does not meet "Proficiency" in both areas, parents/guardians will be notified that their student's admission to Renaissance High School has been rescinded due to ISAT score requirements.
 1. The Director of Special Education or Administrator of ML will be notified of students who have not met the proficiency criteria.
 2. A student who scored a 2 may be offered the opportunity to take the SICA interim assessment or submit a supplemental application for reconsideration by school administration to the end of the first full week in June.
 1. The supplemental application can be found on the school's website.
 2. The supplemental application will be reviewed by the school administration and a recommendation made to the Superintendent or designee.
 3. If the student scores a Proficiency level of 3, the student will retain his or her seat at Renaissance High School.
 4. Out-of-District or new to the West Ada School District students will be required to submit an equitable assessment to the Idaho Standard Achievement Test (ISAT).
 1. If a student is offered and will be accepting a seat to attend Renaissance, contact the main office for more information.
 5. Students must be current with the West Ada graduation requirement to be placed at RHS. Credit recovery does not fit RHS's schedule due to RHS's accelerated courses. Students who are behind with high school graduation credits do not qualify for admission.
 6. Prior to offering a seat to an Out-of-District student who is serviced through IDEA, the administration will verify the special program does not exceed capacity. Refer to AR(3) and AR(4).
 7. Late Applications a. The late application time frame is January through October.
 - b. These are applications submitted to be placed on the school/grade late wait list.
 - c. The school will contact the parent/guardian of the applicant if their application is next in line and/or qualifies for a placement offer.
 - d. If the parent/guardian accepts a placement offer, the school will assist with the enrollment process.

Idaho Fine Arts General Application and Audition Process

Idaho Fine Arts Academy is a School of Choice with application and audition requirements.

There are two timeframes to apply and audition. On-time applications for the subsequent school year are due the month of November followed by auditions in January. If a parent/guardian misses the on-time application period, January through October is the late application and audition timeframe.

On-time applications submitted in November qualify for the auditions that take place in January.

1. Complete the online School of Choice Application for Idaho Fine Arts Academy (IFAA) in November. (on-time applications)
2. When the application closes, parents/ guardians will be emailed a Bookings link to schedule their student's audition time. A student may choose up to two Art Major Auditions from the following majors:
 1. 6th grade – 8th grade: Dance, Classical Music, Contemporary Music, Theatre, Visual Art, and Vocal Music
 2. 9th grade – 12th grade: Dance, Classical Music, Contemporary Music, Film, Theatre, Visual Art, and Vocal Music
3. The School of Choice Auditions for IFAA will be scheduled in January.
4. Ranking individual student auditions is based on approved rubrics scored by IFAA staff and professional artists in the community.
5. Annual seat availability by major and at grade level is determined from the Intent to Continue form completed by currently enrolled students.
 1. Students not meeting the minimum requirement 60% threshold on the audition rubric are not placed on the wait list and are encouraged to audition again.
6. Each completed ON-TIME applicant will receive one of the following letters via email after the audition process:
 1. Acceptance Letter
 2. Wait List Letter
 3. Minimum Requirement Letter
7. Students selected in the audition process will accept or decline their seat in the timeframe stated in the acceptance letter.
 1. If the applicant accepts, the parent/guardian will proceed to enroll the student at Idaho Fine Arts Academy. This school has now become the student's "primary school".

2. If the applicant declines the offer, the parent/guardian will need to enroll the student at the primary attendance boundary school or other open enrollment option.
3. If no response is recorded, that seat will no longer be saved for the student.
4. Out-of-District or new-to-West Ada School District students entering 9th through 12th grade are required to submit a transcript. This is uploaded with the student's application. Students must be current with West Ada graduation requirement to be placed at IFAA. Credit recovery does not fit IFAA's schedule due to IFAA's unique art focus. Students who are behind with high school graduation credits do not qualify for admission.
5. IFAA selects students using a specific set of criteria in the discipline of audition/study. Given the audition requirements, siblings, and students of West Ada faculty and staff do not receive priority placement.

8. Prior to offering an Out-of-District student who is receiving services through IDEA, the administration will verify the special program does not exceed capacity. Refer to AR(3) and AR(4).

9. Late Applications and Placement

1. The late application timeframe is January through October.
2. Online late applications are placed on the wait list by grade, major, and ranking determined by the rubric score.
3. Students will be called from the late wait list for an audition as seats become available.
4. If the parent/guardian accepts a placement offer, the school will assist with the enrollment process.
