

WINCHESTER OPEN ENROLLMENT PROCEDURES

The School Committee shall establish boundaries for all school districts within the Town. All students shall be assigned to attend school in the district in which they reside. Exceptions are made for students participating in the open enrollment plan and for special needs students. Special education students may be assigned under individual educational plans to an out-of-district school by the Administrator of Special Education. Their placements do not fall in the open enrollment category.

Requests for transfer to an out-of-district school under the open enrollment option shall be made in accordance with the following procedures:

- A. Upon approval by the School Committee of the open enrollment options for the following school year, parents shall be so advised. Written applications for out-of-district enrollment shall be received by the Superintendent in accordance with the timeframe specified.
- B. Requests shall indicate that parents and school department personnel are in agreement that the student will continue to be enrolled through Grade 5 in the out-of-district school. Transfer back to an established district school shall be made only in accordance with criteria established by the School Committee.
- C. A parent or guardian is responsible for providing student transportation to an out-of-district school and shall agree to this on the application form.
- D. The number of available seats at each grade level in each school shall be determined and a specific number reserved for new students enrolling during the summer months. No child attending a school in the previous year will be withdrawn from that school to make room for an out-of-district student. If there are more applicants than places available at a given school, seats shall be assigned to out-of-district applicants through a lottery system.
- E. Names of children whose requests cannot be honored shall be placed on a waiting list. This list shall be reviewed prior to August 30 and assignment made to the out-of-district if possible. The waiting list will not be carried over for the next school year.
- F. No transfer shall be made from one school to another within the school year unless there is a change in residence.
- G. At the time of registration new residents may petition for open enrollment. Requests will be honored if space is available, no additional staffing required, and if there was no waiting list for that school as of August 30.
- H. Siblings of students who are enrolled in an out-of-district school do NOT automatically qualify for enrollment in the out-of-district school. Siblings may apply separately based on this policy and available seats a