

2018-2019 OPEN ENROLLMENT MANAGEMENT

2018-2019 Grade	Class Size Range Guide (helps guide decisions on when to add or reduce a section for a grade level)	Estimated Building Level Capacity (helps guide decisions on when to open or close open enrollment)	2018-2019 Open Enrollment Options
K	18-24		Open (few spots remain)
1 st	18-24		Open (few spots remain)
2 nd	18-26		Open (few spots remain)
3 rd	18-26		Closed
4 th	18-27		Open (few spots remain)
5 th	18-27		Open (few spots remain)
K-5 Estimated Building Capacity		475-500 students	
6 th	18-30		Closed
7 th	18-30		Closed
8 th	18-30		Closed
9 th	18-30		Open (few spots remain)
10 th	18-30		Open (few spots remain)
11 th	18-30		Open (few spots remain)
12 th	18-30		Open (few spots remain)
6-12 Estimated Building Capacity		700-750 students	
Special Education	Depends on Roster of Staff		Closed

This chart will be used as a guide to help the District decide if open enrollment needs to be closed due to insufficient classroom space. New open enrollment requests into the school district will not be approved if insufficient classroom space exists. "Insufficient classroom space" shall be determined on a case-by case basis, and a grade level basis. "Insufficient class room space" shall be based on one or more of the following factors: nature of the educational program, grade level, available instructional staff, instructional method, physical space, pupil-teacher ratio, equipment and materials, facilities either being planned or under construction, facilities planned to be closed, finances available, sharing agreement in force or planned, bargaining agreement in force, law or rules governing special education class size, or board-adopted district educational goals and objectives. The Board may also consider any other factors deemed relevant by the Board. The District reserves the right to close open enrollment at any time the total enrollment of the district limits classroom availability.

Students currently open enrolled into Van Meter CSD *do not* need to complete the digital sign-up sheet as described below. All other open enrolled applicants need to adhere to the following process:

1. Parents/Guardians interested in open enrolling a new student(s) to the Van Meter Community School District must **complete a digital sign up FOR EACH NEW STUDENT even if a sibling already attends VMCS**D. Each sign up and open enrollment application will be considered independently. Families with multiple students will be considered as a family group rather than independently if requested by the family to the Board Secretary. Digital sign up will be opened sometime in December and close on February 1st for an enrollment review. If spots are available, it may be reopened at that time.
2. **(Grades 1-12)** After completion of digital sign up, and under capacity according to the open enrollment framework, the Board Secretary will contact each parent/guardian (in chronological order of their completed digital sign up) for an Open Enrollment application to be completed and submitted for consideration prior to March 1. Open enrollment applications for current school year will be considered expeditiously while applications for the following school year will be considered after the March 1st open enrollment deadline.

Please note: *Van Meter CSD resident students that move to another school district but want to open enroll back to Van Meter ARE NOT guaranteed approval and will need to complete an open enrollment application. If a grade level is closed to open enrollment, applications for that grade level may be denied.*

Children of Van Meter CSD faculty and staff will be given priority for open enrollment for grades K-12. Children from families with a sibling currently enrolled in Van Meter CSD will be given priority for open enrollment when space is available.

3. **Kindergarten** - The District will establish a waiting list for kindergarten open enrollment. Parents/Guardians interested in open enrolling a kindergarten student to the Van Meter Community School District must complete a digital sign up and should attend kindergarten round up if they want to be considered for enrollment.

March 1st: Following kindergarten round up (held annually in January or February), the District will determine if enrolled resident kindergarten students and siblings of current open enrolled students is at the maximum capacity of available seats. Siblings of currently open enrolled students will be automatically approved (Kindergarten Only) if completed by March 1st. If under capacity and seats are available for students of new open enrolled families, the Board Secretary will contact each parent/guardian (in chronological order of their completed digital sign up) for any Open Enrollment application to be completed and submitted for consideration.

August 1st: In August, the District will open a second round of open enrollment in kindergarten if seats are available. If under capacity, the Board Secretary will contact each parent/guardian (in chronological order of their completed digital sign up) for an Open Enrollment application to be completed and submitted for consideration.

4. The district will clear the open enrollment waiting list each year in August.