

OPEN ENROLLMENT MANAGEMENT

Grade	Class Size Range Guide	Sections	Estimated Grade Level Capacity
K	18-24	3	62/72
1 st	18-24	3	72
2 nd	18-26	3	78
3 rd	18-26	3	78
4 th	18-27	3	81
5 th	18-27	3	81
6 th -8 th	18-30	3	90
9 th -12 th	18-30	N/A	100

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. 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 anytime 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.

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. 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 annually on September 15.
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.

3. **Kindergarten** - The District will establish a waiting list for kindergarten open enrollment beginning with the 2016-17-kindergarten class. Parents/Guardians interested in open enrolling a kindergarten student to the Van Meter Community School District must complete a digital sign up FOR EACH STUDENT.

May 1st: Following kindergarten round up (held annually in February), the District will consider up to a total of 62 kindergarten students. 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. Siblings of currently open enrolled

students will be automatically approved (Kindergarten Only) if completed by May 1st.

August 1st: In August, the District will open a second round of open enrollment in kindergarten up to a total of 72 students. 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.