

# Open Enrollment for the 2012-13 School Year Begins February 1, 2012

Open Enrollment provides Moreland Elementary School District (MSD) residents an opportunity to request school placement for their children regardless of where they live within the District. **Open Enrollment occurs in February and March of each school year. It is an option only for those who reside within the Moreland School District attendance boundaries only.**

Students attending MSD schools on interdistrict transfers may not participate in Open Enrollment. Interdistrict students may apply for initial or on-going placement through the interdistrict transfer application process. Please see our website for additional information

MSD fills requests depending on available space and in compliance with California law and Governing Board policies 5116.1 and 5116.11 (Easterbrook Discovery School). Priorities in placement exist under both policies. Detailed information regarding priorities in placement and Open Enrollment procedures accompany all Open Enrollment forms and should be reviewed carefully.

## The Open Enrollment Process

The Open Enrollment process is relatively easy. Briefly stated, in order to be placed at a non-neighborhood school, the parents must apply and the school requested must have sufficient capacity, or space, for the student. Sometimes schools or certain grade levels at schools have no available capacity, or space, and the school cannot accept Open Enrollment applications. When that happens, the school and/or grade level is “closed” for Open Enrollment and only attendance area residents are permitted to attend that school.

Given the numerous requirements of law, the more detailed explanation is lengthy and can sometimes be difficult to understand. However, we want you to be well-informed. If you have any questions, please feel free to contact the Enrollment Center. The detailed explanation follows:

### **1. Open Enrollment Period occurs during the months of February and March only. Parents must apply during the Open Enrollment period to be considered for placement.**

District residents who wish to have their students attend a school other than their neighborhood school may apply for an intradistrict transfer through the Open Enrollment process. The Open Enrollment period occurs in February and March of each school year. Applications will be available at Enrollment Center or online. **Open Enrollment forms will be available effective February 1, 2012 and must be returned to the Enrollment Center by 3:00 PM on March 30, 2012.** Late applications will not be accepted.

**Open Enrollment is not granted on a first come, first served basis.** All Open Enrollment applications that meet the District criteria as verified by District staff received during the Open Enrollment period will be considered for placement.

### **2. The Governing Board sets school capacities by determining available space.**

In January of each school year, the Governing Board sets capacities for each school site. Capacity of a school site is determined upon various factors, including the number of students continuing their attendance area at the school **and** the number of new students within the school’s attendance projected to attend the school in the next school year(s), the number of classrooms available for staffing, the number of certificated staff members allocated to the site, and the available space for district students who do not reside within the school’s attendance boundaries. **It is very possible that a neighborhood school or certain grade level(s) are projected to have only enough space available to house its area residents. When this happens, the school and/or grade level(s) are “closed” to Open Enrollment applications for the upcoming school year.**

It is essential that “available space” take into account not only the requested school year but the each year the open enrollment students would be continuing their enrollment at the school site. This is the only way we can ensure space is available for students to continue their enrollment from their entry grade through fifth grade (for all elementary sites, including Easterbrook Discovery) or from 6<sup>th</sup> through grade through 8<sup>th</sup> grade for the middle school program at Easterbrook Discovery as long as they remain residents of the District.

**Moreland is projected to be at or near capacity at some schools and in some grade levels for the 2012-13 school year, so some schools and/or grade levels may be closed to Open Enrollment.**

**Important Notice for New Enrollees, including incoming Kindergarten Students: Only those students who have completed the registration process and have verified residency within the District will be permitted to participate in Open Enrollment.**

### **3. If we receive more requests than we have space available at a certain school site:**

Should we receive more requests than space is available at a given site(s), a random, unbiased lottery will be held during April 2012. Parents will be notified of the date, time, and location of the lottery. Parents are not required to attend the lottery to be included. All parents will be notified of placement determinations by mail within 20 days of the date of the lottery.

Districts are permitted to establish priorities in placement for groups of applicants. However, under the “random and unbiased” provision of the Open Enrollment law, District’s may not grant preferential consideration of a child’s race, ethnicity, athletic or academic abilities, or other factors in determining a child’s application.

If a lottery is necessary, each applicant will be assigned a confidential number and advised of that number in the notification mailed home. Numbers will be drawn by priority category until all spaces are filled. After all spaces are filled, numbers will continue to be drawn to determine placement on the waiting list. The waiting list will remain in effect until the second week of school when enrollment stabilizes. If additional spaces remain, students will be called from the waiting list.

For the K-5 schools, Moreland has set the following priorities in place:

- **First Priority:** Students who live in the school's attendance area.
- **Second Priority:** Current students enrolled in the school through
  1. Open Enrollment transfer, or
  2. **Have attended a school continuously for at least one school year and have moved into another MSD school's attendance areas.** (Not applicable to Kindergarten.)
- **Third Priority:** Siblings of students who reside in the district and who are currently attending the requested school in Grades K-4, so that they may attend that school together.
- **Fourth Priority:** District students who live in the attendance area of a school that has been declared an impacted school and who have submitted an open enrollment application to attend a school that is not impacted.
- **Fifth Priority:** Students whose parents or legal guardians have their primary place of employment (full-time employment) at that school.
- **Sixth Priority:** All students who are residents of the district, but are not included in any of the first five priorities.

**Students in Priority Categories Three through Six must apply for Open Enrollment if seeking placement at a non-resident school.**

**Interdistrict students apply through the Interdistrict transfer process and are not part of Open Enrollment.**

**Moreland Middle School** is the District's only attendance area middle school at grades six through eight. Open Enrollment is not necessary at Moreland Middle. The **Easterbrook Discovery Middle Grades Program** for grades six through eight is a school of choice for students. Enrollment in the Easterbrook Discovery program for grades six through eight is requested through the Open Enrollment process. Placement priorities are as follows:

- **First Priority:** Current students enrolled in Easterbrook Discovery School.
- **Second Priority:** Siblings of current Easterbrook Discovery students so that they may attend school together.
- **Third Priority:** Students whose parents or legal guardians have their primary place of employment at Easterbrook Discovery School (full-time employment).
- **Fourth Priority:** All other students who are residents of the district, but are not including in any of the first three priorities for grades six through eight.
- **Fifth Priority:** Interdistrict transfer students. (Not part of Open Enrollment. Students apply through the interdistrict transfer process.)

**Students in Priority Categories One through Five must apply for Open Enrollment if seeking placement in Easterbrook Discovery's middle school program. Interdistrict students apply through the Interdistrict transfer process and are not part of Open Enrollment.**

**Reminder: Open Enrollment begins on February 1, 2012 and ends at 3:00 P.M. on March 30, 2012.  
No late applications will be accepted.**

**If you have any questions or need assistance in completing your application,  
please contact the District Enrollment Center at (408) 874-2927.**