

Iowa Open Enrollment Application

2022-2023 & 2023-2024 School Years

IOWA DEPARTMENT OF EDUCATION | DES MOINES, IOWA | [EDUCATEIOWA.GOV](https://educateiowa.gov)

Application Instructions

Application Information

If a parent or guardian wishes to open enroll their child or children, they must:

- Complete an application (available in any Iowa public school district's central office and on the Iowa Department of Education's [Department] website),
- Submit an application for each child in their family, and
- Send a copy of the application to both the resident and receiving school districts.

Do not send your application to the Iowa Department of Education, as this could result in an untimely filed application.

Current Open Enrolled Students

If a current open enrolled student would like to open enroll to a new school district, the parent or guardian must:

- File a new application with:
 - The district the student is currently attending and open enrolled into (receiving district),
 - The resident district, and
 - The district the student wants to attend; and
- Indicate on the application that the child is currently open enrolled and would like to open enroll to a new school district.

The new district (alternate receiving district) will notify the parent or guardian, the resident district, and the previous receiving district of acceptance or denial (281—IAC 17.8(4)).

Application Sections

Open Enrollment Application (Completed by Parent/Guardian)

Parents and guardians must complete page 1 of the application.

Application Response (Completed by Receiving District)

Receiving districts must complete page 2.

Application Receipt (Completed by Resident District)

Resident districts must complete page 2.

Open Enrollment Application (Completed by Parent/Guardian)

CAUTION: Knowingly providing false information on this form will invalidate the application.

1. Full Legal Name of Student: _____
2. Date of Birth: ____/____/____ School Year: ____ Grade Level: ____ Gender: ____
3. Full Legal Name of Parent/Guardian: _____
4. Telephone Number(s) – Home Phone: (____) ____-____ Cell Phone: (____) ____-____
5. Residential Address – Street Address/P.O. Box: _____
City: _____ Zip Code: _____ County: _____
6. Email Address: _____
7. Resident District: _____ Attendance Center (School Building): _____
8. Requested District: _____ Attendance Center (School Building): _____
(A request for placement in a school building does not guarantee placement in that school building)
9. Is this application a request to continue in the former resident district after a move to a new school district?
☐ Yes, Date of Move: ____/____/____
☐ No
10. Does the applicant have a sibling or siblings currently under open enrollment or applying for open enrollment?
☐ Yes, Sibling Name: _____ Open Enrolled District and School: _____
(If more than one sibling, attach additional information to the application.)
☐ No
11. Transportation assistance may be available through your resident district in the form of reimbursement based on federal poverty guidelines. Will you request transportation assistance?
☐ Yes (If yes, attach proof of income and household numbers to the application sent to the resident district.)
☐ No
12. The student will be enrolled in the following (check all that apply):

☐ Regular Education	☐ Special Education
☐ Home School (Competent Private Instruction)	☐ Home School Assistance Program
☐ Dual Enrollment – Academic	☐ Dual Enrollment – Activity Program
☐ Open Enrolling to Approved Online Program and Participating in Resident District Cocurricular Activities	
13. Is your child currently:
 - Eligible to receive special education services? ☐ Yes ☐ No
 - Being evaluated for special education services? ☐ Yes ☐ No
 - Receiving English language learning services? ☐ Yes ☐ No
 - Receiving accommodations for a 504 plan? ☐ Yes ☐ No
 - Under suspension/expulsion from school? ☐ Yes, Date Complete: ____/____/____ ☐ No
 - Open enrolled (attending a school district in which the student does not live)? ☐ Yes ☐ No

I certify the information provided is true, and I have sent a copy of this form to my resident district and the district I want my child to attend.

Signature of Parent/Guardian: _____ Date Signed: ____/____/____

Application Response (Completed by Receiving District)

The receiving district has the authority to act on all applications.

Date application was received: ____/____/____

Does the child have an individualized education plan?

☐ Yes, *Date of Consultation With the Resident District and AEA:* ____/____/____

☐ No

The receiving district must complete the relevant column below based on its approval or denial of the open enrollment request.

Approved	Denied
Date Signed: ____/____/____	Date of School Board Action: ____/____/____
Signature of Superintendent	Denial Reason: ☐ Insufficient classroom space. ☐ Appropriate special education program is not available. ☐ Student is under suspension or expulsion.
	Signature of Superintendent

Application Receipt (Completed by Resident District)

The resident superintendent must sign for receipt. No further action is required.

Date application was received: ____/____/____

Signature of Superintendent: _____