



ELEMENTARY OPEN ENROLLMENT GUIDELINES 2019-20 SCHOOL YEAR

Open enrollment is a time period each year that you may apply for your child to attend a different LCSC elementary school than the school where you live. **You must apply EVERY YEAR.** Approval is only applicable for one year. No one is considered “grandfathered in” at this time. If you live in a different elementary district and do not apply, your child must attend his/her home school in the fall. A limited number of open enrollment applications are approved. If your application for open enrollment is denied, your child must attend his/her home school. Open enrollment applications are applicable to individual students; open enrollment for siblings will be considered separately.

If a student is accepted for open enrollment, parents are responsible for transportation. School buses are not available to transport open enrollment students, even if there is a bus stop near your residence. Open enrollment will be revoked immediately in the event of attendance/tardy issues, behavior problems start, and/or academic failure begins.

Open enrollment applications are available on the district website and at any LCSC elementary school from April 8th-April 30th. **The Open Enrollment packet must be completed and returned to any LCSC elementary school by 4 p.m. on April 30, 2019. No applications will be accepted at the Administration Center.**

The Open Enrollment packet must contain **ALL** items listed below. **Partial packets will not be considered.**

- Open Enrollment application (attached)
- Letter to the Superintendent expressing your reason for request
- Proof of residence (copy of utility bill from the last 30 days or lease agreement)
- Form from your home school stating that your child is in good standing in attendance, behavior, and grades

Current open enrolled students will register either by completing on line registration through Skyward Family Access or by registering on July 24th between 1:00 p.m. – 7:00 p.m. or July 25th between 1:00 p.m. – 7:00 p.m. at the school they attended during the 2018-2019 school year.

Please note the final decision on open enrollment will be made after being reviewed by the elementary principals and the superintendent. **Notification will be mailed no later than July 31, 2019** with the superintendent’s decision regarding your application for open enrollment. The superintendent’s decision is final.

Rebecca L. Outcalt
Principal
Central Elementary

Dr. Janet L. Dye
Principal
Harney Elementary

Kelly A. Sollman
Principal
Hattie B. Stokes Elementary

Amber Moore
Principal
Perry-Worth Elementary