



PARENT NOTICE

2018-2019 Open Enrollment Procedure (School-To-School Transfers)

- Apply for Open Enrollment (school-to-school transfer) if you wish to have your child(ren) attend an MUSD school other than your school of residence for the 2018-2019 school year. Parents can complete one Open Enrollment Request form per student during this process.
- **Open Enrollment (OE) Request forms will be available at all school sites beginning Thursday, January 11, 2018, through the close of school office hours on Wednesday, January 31, 2018.** OE forms are not available at the District Office. After the January 31st date, the OE forms will not be available.
- Open Enrollment Request forms are to be filled out at the student's school of residence for possible consideration of placement for the 2018-2019 school year. Student signatures are not required on the Open Enrollment Request forms.
- All Open Enrollment Request forms will be date stamped to ensure they are received within the Open Enrollment window. A copy of the Open Enrollment Request form *should* be requested as proof of receipt. The Open Enrollment Requests are not processed on a first come, first served basis.
- All Elementary Open Enrollments must be renewed yearly during the Open Enrollment window. Open Enrollment renewals are to be filled out at the student's requested school.
- Continuation of placement at the requested elementary school is contingent upon space availability in the requested grade, satisfactory attendance, behavior, and academic achievement of the student as defined by the receiving school Administration and CWA.
- High School Open Enrollment does not require renewal and the Principal can revoke the student's Open Enrollment after the first term or at the completion of their first year of attendance. The decision to revoke the Open Enrollment will be based on the student's attendance, discipline, and academic progress during the first term/year of attendance at their requested school.
- The requested school will send out the approval/denial letters to the parent through US mail by approximately March 31, 2018.
- If your student is receiving Special Education services, the Special Education Department will determine student space availability and placement. The requested school will mail the approval/denial letters to the parent through US mail as soon as the determination is made.
- When you have been informed that your Open Enrollment Request has been approved, please contact your approved school within 7 days from the date of the letter to confirm your child's placement.

NOTE: Transportation to and from school of choice will be the responsibility of the parent/student applicant.

– Open Enrollment Window –

**Thursday, January 11, 2018, through the close of school office hours
on Wednesday, January 31, 2018**

LATE OPEN ENROLLMENT REQUEST FORMS WILL NOT BE ACCEPTED