

Non-Resident Enrollment: Policy / Procedure Considerations

Capacity

The superintendent or designee shall develop recommendations on capacity and classroom student-to-teacher ratios in each grade level in each school serving kindergarten students and students in grades one through eight. Such recommendations may be based on, but not be limited to, the following factors:

- Present classroom student-teacher ratios in each grade level in each school;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces. K-12 Teacher student ratio is 1-20 with a ratio of 1-15 in TK.

Annual District Capacity Report

Grades K-8

1. Establish district class size “goals.”

a. TK	15
b. KG	40
c. 1 st	40
d. 2 nd	40
e. 3 rd	40
f. 4 th	40
g. 5 th	40
h. 6 th	40
i. 7 th - 8 th	40
j. 9 th	40
k. 10 th	40
l. 11 th	40
m. 12 th	40

The superintendent or designee shall develop recommendations on capacity and student-to-teacher ratios for each school building or program serving students in grades nine through twelve. Such recommendations may be based on, but not be limited to, the following factors:

- Present building or program student-teacher ratios;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends;
- anticipated demand for particular courses or programming; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

On or before May 1 of each year, the superintendent shall present the recommendations concerning capacity and student-to-teacher ratios to the board for adoption or modification, and the board shall determine, for each grade level in each school building of the school district for the next succeeding school year, the following:

- Capacity based on the study conducted by the superintendent or the superintendent’s designee.
- the number of students expected to attend school in the school district; and
- the number of open seats available to nonresidents at each grade, building, or program level.

The Capacity Recommendation Report will include a summary of recommendations outlined as:

1. Based on the results of this capacity study the Board of Education declare for the 2024-25 school year:
 - a. That USD 281 will only have capacity in the grades and/or high school listed below.

	Grade	Nonresident Capacity
i.	TK	5 – Five-year-old take priority
iii.	K	7
iv.	1 st	5
v.	2 nd	14
vi.	3 rd	16
vii.	4 th	1
viii.	5 th	6
ix.	6 th	10
x.	7 th	17
xi.	8 th	6
xii.	9 th	9
xiii.	10 th	8
xiv.	11 th	16
xv.	12 th	7
 2. The district will accept nonresident enrollment applications between June 1, 2024, and June 30, 2024, and will conduct a nonresident student enrollment lottery between July 1, 2024, and July 15, 2024. Nonresident students selected for enrollment through the lottery process will be placed in the school and/or classroom as determined by school administration.
 3. Districts that participate in a special education cooperative must collaborate and communicate about capacity and develop a process for identifying and communicating vacancy related to special student placement.

Student Not in Good Standing

Regardless of capacity to accept nonresident students at a nonresident student's grade level or in the student's designated school or program, an individual student may be denied continued enrollment for not being in good standing. Nonresident students admitted to the district shall be evaluated each spring by district administration to determine standing for continued enrollment.

Students may be denied continued enrollment for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Similarly, administration shall consider the adverse impact of homelessness on a student's attendance and any resulting suspensions or expulsions before making a determination on the continued enrollment of a student who is homeless. As part of this reflection, administration shall consider the obstacles a homeless student faces to arrive at school on time or each day due to housing instability, lack of transportation, or lack of other basic resources that can hinder consistent attendance.

A student meeting one or more of the following criteria shall automatically be deemed not in good standing and may be denied continued enrollment based solely thereon.

- The nonresident student failed to maintain a 90% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language.
- The nonresident student or the student's parent or person acting as a parent provided false or fraudulent information in the application process.
- Student must pass all classes.

- The nonresident student is not a resident of Kansas.
- The student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun.
- The student has had three or more out of school suspensions in the current school year, excluding suspensions a manifestation determination determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan: or
- The student has been given a long-term suspension or expulsion by the district in the current school year.
- Students who are suspended out of school for acts considered to be violent or threats of violence may be denied continued enrollment after one such act as determined by the superintendent.

Parents shall be informed of any administrative decision not to continue enrollment of a nonresident student no later than August 1, 2024.

Selection Process

by May 1 District capacity determined

by June 1 District capacity posted on website

Nonresident Application Forms made available and accepted between June 1 - June 30

Between July 1st and July 15th of each year:

1. The superintendent or representative will sort and select nonresident student applications that match the approved and published open seats available in the district.
2. The names of each nonresident applicant will be entered into a lottery and selected randomly.
 - a. The lottery may be done physically, such as selecting the names written on a card from a pool or be done digitally by entering names into a random selection generator.
3. All students entered into the lottery will be selected and listed in order of selection.
4. The superintendent or designee will review and confirm each student selected qualifies for nonresident enrollment.
5. Each student selected for enrollment will be placed in a school as determined by the superintendent or designee.
6. The parent or guardian of each student selected for enrollment will be notified of their acceptance as nonresident students and of the school placement.
7. The parent or guardian must acknowledge receipt of acceptance and student placement within five (5) business days from the notification or the nonresident enrollment will be denied.
8. The superintendent or designee will confirm all approved open seats have been filled by nonresident students.
9. Applicants not selected for nonresident enrollment will be notified and provided reason for nonselection. The district may maintain a "waiting list" of nonresident students who were not selected for enrollment but may be eligible for a seat if one becomes available.

Request for Nonresident Enrollment Form
(Please complete one form for each child.)

District USD 281

Name of Student: _____

Date of Birth: ____/____/____ Gender: M / F Grade (next year) _____

Name of Parent or Guardian: _____

Current Address: _____

Cell / Home Phone: _____ Work Phone: _____

Current school district: _____ Current School: _____

List previous schools attended beginning with the most recent:

USD #	School	Grades Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all current siblings residing in the same household:

Name	Age
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Acknowledgements

- Nonresident students will only be considered for the grade level and/or high school building where capacity has been determined.
- The nonresident student must not currently be under expulsion or long-term suspension from their current school district.
- Nonresident students or the family of nonresident students must provide transportation to and from the assigned school.
- When applicable, a new Individualized Education Plan (IEP) will be written upon enrollment.
- Providing false information on this application will result in disqualification from nonresident enrollment eligibility.
- Parents or guardians of the nonresident students selected for enrollment, including siblings, must acknowledge receipt of acceptance and student placement within five (5) business days from the notification or the nonresident enrollment may be denied.
- Students not selected for nonresident enrollment through the lottery selection process or due to a lack of capacity must reapply each year in which they wish to be considered for nonresident enrollment.

I have read and understand the acknowledgements outlined in this application and declare that all the information I have provided is true and accurate to the best of my knowledge.

Signature

Date

Contact me regarding lottery results via (circle one):

Email / Phone Call / Mail

Email Address / Phone Number / Mailing Address