



Edition 1: Resident District

Having the correct resident district associated with each student is imperative to generating correct counts. While most students enrolled in a district are your resident students, not every student in attendance in your schools are residents in your district. Identification of the student's resident district begins with the registration process. It is important for the individuals who review the registration information to identify each student as being either a resident of the district or a resident of another district. Students who are not residents of the district have a reason for attending in your district. There should be a paper trail for students who are not residents in your district. Below are categories of non-resident students who may be attending in your schools:

- Open enrolled students must have approved open enrollment applications on file in your district.
- Tuition-In students are nonresident students attending a district because the serving district was not able to provide an educational program for the student. Example of students attending your district because of a contractual agreement with another district are students attending an alternative (dropout prevention) or a special education program.
- A district may contract with another district to provide a secondary education program for its resident students because the entire educational program in the first district has been suspended. Districts may enter into a tuition agreement or a whole grade sharing agreement. In either case, there is one contract between two districts for serving groups of students.
- Because Iowa resident students between the ages of 5 and 21 who have not graduated from high school are entitled to a tuition-free education provided by the resident district, a small number of students may be attending a public school outside the student's resident district with a parent or guardian paying the tuition.
- Foreign exchange students on a J-1 visa may attend your district if the school board has a policy allowing for attendance of foreign exchange students.
- Out-of-state students who live in either Minnesota or South Dakota may attend school in Iowa because the Iowa border district and the border district in the other state have an agreement to allow students in the border state to attend school in Iowa. Out-of-state students allowed to attend in Iowa and Iowa students allowed to attend in either Minnesota or South Dakota must meet the requirements determined in the states' agreements. An Iowa resident student must live closer to the school in the border state than to any appropriate school within Iowa.

Many problems can be avoided during the certified enrollment process if resident districts are correct.

1. Cross check nonresident students against lists of open enrollment applications and contracts for services.
2. Verify resident districts when students are entering through a whole grade sharing or tuition agreement.
3. Do not accept students as resident students based on intent to move into the district. Students are not entitled to a tuition-free education until they become residents in the district.
4. Parents or guardians wishing to enroll students into your district without approved open enrollment applications have the option to return to the resident district or pay the maximum tuition rate (district cost per pupil of the serving district).
5. Be aware of behavior that may indicate a student is not living in your district for the purposes of making a home, such as a student living with a relative or family friend but returns home on the weekends or a home address that a vacant apartment.
6. An 11th or 12th grade student who was your resident student at least through the end of his or her sophomore year, moves out of your district, and remains enrolled in the same school until graduation are enrolled under the Jr/Sr rule. As long as the student remains a resident of Iowa, the Jr/Sr rule allows the attending district to continue to count the student as a resident student.

Certified Enrollment Series



No open enrollment application is required. Students receiving specially designed instruction (have an IEP) may remain enrolled in the same district but the resident district will be the student's actual district and not the serving district.

Checking resident districts requires teamwork. Communicate with others in your district of the importance for properly identifying and maintaining accurate resident district information for each student. Having accurate resident district information is not only imperative in October but also throughout the year.