



## School District Open Enrollment Guidance

### 2019-2020 Open Enrollment Billing Chart

	<b>Tuition (Previous year state cost per pupil)</b> \$6,736	<b>Teacher Leadership and Compensation (TLC) :</b> \$326.50	<b>Non-English speaking supplementary weighting,</b> if the student was included in the resident district's October 2018 LEP supplementary weighting calculation	<b>Eligible concurrent enrollment and Project Lead the Way (PLTW) courses</b> 281 IAC 17.10(8)
<b>Regular Ed</b>  <b>281 IAC 17.10(1)</b>	\$6,736	\$ 326.50	0.22 x \$6,736	Course weighting factor x percent of time the student is enrolled in the course x resident district's current school year's cost per pupil.
<b>Special Education</b>  <b>281 IAC 17.11</b>	Actual cost of the program through TIB	\$326.50	0.22 x \$6,736	Course weighting factor x percent of time the student is enrolled in the course x resident district's current school year's cost per pupil
<b>Home school dual enrollment K-8</b>  <b>281 IAC 17.10(2)</b>	0.1 x \$6,736	0.1 x \$326.50	0.22 x \$6,736	Course weighting factor x percent of time the student is enrolled in the course x resident district's current school year's cost per pupil
<b>Home school dual enrollment for grades 9-12 extra curricular</b>	0.1 x \$6,736	0.1 x \$326.50	0.22 x \$6,736	Course weighting factor x percent of time the student is enrolled in the course x resident district's current school year's cost per pupil

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	<b>Tuition (Previous year state cost per pupil)</b>  \$6,736	<b>Teacher Leadership and Compensation (TLC) :</b>  \$326.50	<b>Non-English speaking supplementa ry weighting,</b> if the student was included in the resident district's October 2018 LEP supplementar y weighting calculation	<b>Eligible concurrent enrollment and Project Lead the Way (PLTW) courses 281 IAC 17.10(8)</b>
<b>activities. 281 IAC 17.10(2)</b>				
<b>Home school grades 9-12 dual enrollment for academics</b>  <b>281-IAC 17.10(2)</b>	Do not bill. Academic classes are included in the serving district's certified enrollment	Do not bill.	Do not bill	Do not bill
<b>Home school assistance program</b>  <b>281 IAC 17.10(3)</b>	0.3 x \$6,736	0.3 X\$326.50	N/A	N/A
<b>Regular education student attending CAM, Clayton Ridge, or any district in Iowa with an approved online provider. Iowa Code 282.18(7)</b>	\$6,736  Resident district may deduct up to \$200 per activity up to 2 activities per year as applicable.	\$326.50	0.22 x \$6,736	Course weighting factor x percent of time the student is enrolled in the course x resident district's current school year cost per pupil
<b>Special Education student attending CAM, Clayton Ridge, or any district in Iowa with an</b>	Actual cost of the program  Resident district may deduct up to	\$326.50	0.22 x \$6,736	Course weighting factor x percent of time the student is enrolled in the course x resident district's current school year cost per pupil

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	<b>Tuition (Previous year state cost per pupil)</b> \$6,736	<b>Teacher Leadership and Compensation (TLC) :</b> \$326.50	<b>Non-English speaking supplementary weighting,</b> if the student was included in the resident district's October 2018 LEP supplementary weighting calculation	<b>Eligible concurrent enrollment and Project Lead the Way (PLTW) courses</b> 281 IAC 17.10(8)
<b>approved online provider. Iowa Code 282.18(7)</b>	\$200 per activity up to 2 activities per year as applicable.			

General Items

- Supplemental weighting: Eligible concurrent enrollment and Project Lead the Way (PLTW) courses in which the student will be enrolled and included in the generation of supplementary weighting on October 1, 2019
- Open enrollment tuition is billed and paid on a semester basis, (on or before February 15 and July 15) per Iowa Code 282.20 (3).
- Under special circumstances that terminate or suspend open enrollment status, it is necessary to prorate tuition on a per diem basis.
- For students under Competent Private Instruction for dual enrollment and the open enrolled district's home school assistance program, combine the appropriate rows of the above billing chart.
- Partial semesters should be based **on a per diem rate**, prorated for days served under open enrollment.
- Transportation expenses incurred by the resident district may be deducted from district cost per pupil tuition sent to the receiving district for students who qualify for transportation assistance. For students with an IEP that qualifies for transportation assistance, the cost of transportation is not deducted from the special education tuition
- For concurrent enrollment supplementary weighting calculations;
  - The serving district will use the fall and spring Student Reporting in Iowa (SRI) application to generate the billings.
  - The resident district will use the certified enrollment and non-fall supplementary weighting applications to verify the amounts being billed.

## Foster Care

Chart of authorized applicant and responsibility for tuition.

Student in Foster Care	Parental Rights	Permission to OE	Cost of Tuition/Expenses
<b>IEP</b>	Parents have rights	Parent	Parent's Resident District
	Parents do not have rights (terminated)	DHS or designee	State of IA via TIB claim, unless a district counted the student for special education count
<b>Non IEP</b>	Parents have rights	Parent	Foster Care District
	Parents do not have rights (severed)	DHS or designee	Foster Care District

The Every Student Succeeds Act (ESSA) requires that children in foster care remain in their school of origin (the school they were attending when entering foster care) unless their best interests require otherwise. The ESSA also requires the children in foster care be transported to their school of origin unless best-interest determination requires a school change. If a child is participating in open enrollment when they enter foster care, the receiving school district is the school of origin. Transportation for those students is governed by ESSA. For more information click [here](#).

If a student is attending school in his or her resident district, is placed into foster care outside the student's resident district, and remains enrolled in the same school (school of origin), the student continues to be identified as a resident student of the district where the student is attending. Open enrollment is not utilized in the foster care situation to keep a student enrolled in his or her school of origin. This situation is similar to the Junior/Senior rule because a student continues to be counted as a resident student even when the student is not living in the district. Iowa Code 282.19, subsection 2, Iowa Code 282.31, subsection 1, paragraph "b", subparagraph (1)

## Record Keeping Tips

The following suggestions are made to assist the district in keeping an accurate count of open enrollment students. These are not requirements, but can reduce confusion about the status of students and inaccurate billing between districts.

1. Have registration personnel check carefully for any change of address for an open enrolled pupil.
2. Ask teachers, bus drivers, and other personnel to alert administrative staff to any change of address of an open enrollment pupil that occurs during the school year.
3. Exchange lists of open enrollment pupils with other districts prior to count day.
4. Have a process in place for notifying other districts of any movement of an open enrollment pupil either out of the district or into the district.

Check incoming kindergarten students to ensure they are residents. If not, they must file open enrollment forms by September 1<sup>st</sup> or they will be responsible for tuition.

The district of residence can be verified at the following [link](#) for two-thirds of the counties in Iowa.

## Quick Reference Chart

Topic	Situation	Resident	Receiving
1.General	Parent/guardian files for student in grades 1-12 on or before March 1 <sup>st</sup> /September 1 <sup>st</sup> for students entering kindergarten.	Receive a copy of the paper no action needed unless the resident district has a diversity plan. Iowa Code section 282.18 (2)(3)	Must approve if filed by March 1. Unless the receiving district has an insufficient classroom space policy or resident district has a diversity plan. The deadline for the receiving district to act on timely filed applications is June 1 <sup>st</sup> . Iowa Code section 282.18 (2)(3)
2.General	Parent/guardian files after the March 1 deadline with good cause.	Receive a copy of the paper no action needed unless the resident district has a diversity plan. Iowa Code section 282.18 (4)	Must approve unless the receiving district has an insufficient classroom space policy or resident district has a diversity plan. Iowa Code section 282.18 (4)
3.General	Parent/guardian files after the March 1 deadline due to serious harassment or serious medical condition.	Resident district acts first. If the application is denied the parent may appeal to the Department of Education. Iowa Code section 282.18(5)	Receiving district only acts if the resident district approves or the decision is appealed to the Department of Education and the district decision is overturned. Iowa Code section 282.18(5)
4.General	Parent/guardian files for open enrollment after the deadline without good cause, serious harassment or serious medical condition.	Application starts with the resident district. The resident district is not required to approve. If the application is denied the parent/guardian may appeal to district court. Iowa Code section 282.18(14)	If resident district approves the receiving district is not required to approve the application. If the receiving district denies the application the parent/guardian may appeal to district court. Iowa Code section 282.18(14)
5.General	Student is under open enrollment, moves to a new resident district and plans to continue to remain open	Parent/guardian must send a letter to the old district of residence, new district of residence, and the district the child is open enrolling to stating the open	Parent/guardian must send a letter to the old district of residence, new district of residence, and the district the child is open

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Topic	Situation	Resident	Receiving
	enrolled in the same district.	enrollment will continue but they are living in a new district. 281-IAC 17.8(6). The district of residence on 10/1 continues to pay tuition to the serving district for the remainder of the school year.	enrolling to stating the open enrollment will continue but they are living in a new district. 281-IAC 17.8(6). If the move occurred after 10/1, the district continues to bill the district where the student resided on 10/1 for the remainder of the school year.
6.General	Student is under open enrollment and moves into the attending district after October 1.	Open enrollment is terminated. Resident district only pays for the days the student was under open enrollment (per diem rate).	Open enrollment is terminated as of the date of the move. Attending district can only bill for the days the student was under open enrollment.
7.General	Student is under open enrollment, moves to a new resident district and wants to open enroll to a new district.	Receive a copy of the paper no action needed unless the resident district has a diversity plan. 281 IAC 17.8(7). The district of residence on October 1 continues to pay tuition to the serving district on a per diem basis.	Must approve if filed in a timely manner. Unless the receiving district has an insufficient classroom space policy or resident district has a diversity plan. 281-IAC 17.8(7). If the move occurred after October 1, the district continues to bill the district where the student resided on 10/1 for the remainder of the year.
8.General	Parent/guardian files open enrollment for a student in grades 1-12 prior to the deadline but starts the school year in the resident district.	Open enrollment has been terminated. If the students wants to open enroll the parent/guardian will need to start the process over and do not have good cause. 281-IAC 17.8(10)	Open enrollment has been terminated. If the student wants to open enroll the parent/guardian will need to start the process over and does not have good cause. 281-IAC 17.8(10)
9.General	Student was open enrolled out of the district, returns to the district during the school year, and now	Open enrollment has been terminated. Application starts with the resident district. The resident district is not required to	Open enrollment has been terminated. If resident district approves the receiving district is not required to

Topic	Situation	Resident	Receiving
	wants to open enroll out of the district again after the deadline with no good cause.	approve. If the application is denied the parent/guardian may appeal to district court. Iowa Code section 282.18(14), 281-IAC 17.8(10)	approve the application. If the receiving district denies the application the parent/guardian may appeal to district court. Iowa Code section 282.18(14), 281-IAC 17.8(10)
10.General	Parent/guardian files open enrollment for a student in grade K prior to the deadline but starts the school year in the resident district.	Open enrollment has been terminated. If the student wants to open enroll the parent/guardian will need to start the process over and does not have good cause. If the parent/guardian files a form prior to the September 1 <sup>st</sup> deadline they may open enroll out of the district. 281 IAC 17.8(10)	Open enrollment has been terminated. If the student wants to open enroll the parent/guardian will need to start the process over and does not have good cause. If the parent/guardian files a form prior to the September 1 deadline they may open enroll out of the district. 281 IAC 17.8(10)
11.General	Family moves to a new district of residence after October 1 <sup>st</sup> and open enrolls to a third district.	Receive a copy of the paper no action needed unless the new resident district has a diversity plan. New resident district does not pay until the next school year.	Must approve if filed timely. Unless the receiving district has an insufficient classroom space policy or resident district has a diversity plan. May not charge the district of residence until the next school year.
12.General	Family moves from the resident district during the school year, remains enrolled in the district, but does not complete open enrollment papers in a timely manner. The districts involved catch this at the start of the school year and make several attempts to notify the family to complete open enrollment paperwork.	The family has until October 1 to complete the form. Iowa Code 282.18(2)(a)	The family has until October 1 to complete the form. Iowa Code 282.18(2)(a)

Topic	Situation	Resident	Receiving
13.PreK	Preschool student with an IEP filed before September 1. (Special education program is appropriate to meet the student's educational needs)	Receive a copy of the paper; no action needed unless the resident district has a diversity plan. Iowa Code section 282.18 (8) and 281 IAC 17.11	Must approve if filed by September 1, unless the receiving district has an insufficient classroom space policy or resident district has a diversity plan. Iowa Code 282.18(8) and 281 IAC 17.11
14.PreK	Preschool student without an IEP filed before September 1.	Open enrollment is not applicable to a student below K unless the student has an instructional IEP. Iowa Code 282.18(2)	Open enrollment is not applicable to a student below K unless the student has an instructional IEP. Iowa Code 282.18(2) The attending district counts an eligible 4-yearold attending a SWVPP in certified enrollment. Parent/guardian pays tuition for a preschool student without an instructional IEP attending preschool outside the SWVPP program.
15.General	Student lives in another state and wants to attend a public school in Iowa.	Open enrollment only applies to Iowa resident students who want to attend another public school in Iowa. Iowa Code 282.18(1)	Open enrollment only applies to Iowa resident students that want to attend another public school in Iowa. Iowa Code 282.18(1). Parent must pay tuition for the student to attend an Iowa public school.
16.Virtual School	Parent/guardian file open enroll to CAM, Clayton Ridge, or any district that provides courses through an approved provider or a district developed online program by March 1 for students in grade 1-12 and September 1 for students in	Receive a copy of the paper no action needed unless the resident district has a diversity plan. Iowa Code 282.18 (2)(3) .	Must approve if filed by deadline, has good cause, pervasive harassment or serious medical condition. Unless the receiving district has an insufficient classroom space policy, resident district has a diversity plan. The deadline for the receiving district to act on timely filed

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Topic	Situation	Resident	Receiving
	Kindergarten. Iowa Code 256.7 (32)		applications is June 1. Iowa Code 282.18 (2)(3)
17.Virtual School	Student open enrolled to CAM, Clayton Ridge, or any district that provides courses through an approved provider or a district developed online program, wants to participate in an academic or extracurricular activity in the resident school. Iowa Code 256.7 (32)	The student may participate in up to two activities in the resident district. Additional activities are allowed at the discretion of the resident district. Qualifying activities include interscholastic athletics, music, drama, and any other activity with a general fund expenditure exceeding \$5,000 Iowa Code 282.18 (7)	Resident districts may deduct up to \$200/activity, for up to 2 activities/year from the payment made to receiving districts. Iowa Code 282.18 (11A)
18.Placement	Open enrolled student is placed in a juvenile detention center, mental health or substance abuse treatment facility, or other similar placement.	The open enrollment status is suspended during placement and will automatically be reinstated when the pupil returns. 281 IAC 17.8(10) The resident district will pay the per diem open enrollment. If the placement is by DHS or courts into PMIC, the resident district will pay tuition to the district of location of the PMIC for instruction on days served in the PMIC	The open enrollment status is suspended during placement and will automatically be reinstated when the pupil returns. 281 IAC 17.8(10) The receiving district will bill the per diem open enrollment amount for the days served under open enrollment but will not bill for the days during the placement.
19.Special Education	Student with an IEP seeks open enrollment to a district without an adequate program.	Resident district and AEA consult with the proposed receiving district to determine if an adequate program can be provided. If the receiving district's program appropriateness is questioned, the student remains enrolled in the resident district until a final determination is made.	Receiving district must be able to provide an adequate program within that district or deny the open enrollment. 281 IAC 17.11
20.Special Ed	Student is under open enrollment and is later staffed into special education.	Open enrollment continues. Resident district pays the open enrolled regular ed daily rate for days served under regular	Open enrollment continues. Receiving district bills at the regular education open enrollment rate for the

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Topic	Situation	Resident	Receiving
		education. After that, district pays for the full cost of the student's education <i>BUT DOES NOT CONTINUE</i> to pay the regular ed open enrollment rate.	number of days served as a regular education student and bills actual cost for the days served as a special education student.
21. Whole Grade Sharing	Student is open enrolled to District A. District A whole grade shares to District B for the student's grade level.	Open enrollment status transfers from District A to District B. Resident district pays District B since District B is the serving district. District A can only negotiate tuition rates for District A resident students. Resident district pays open enrollment tuition rather than the whole grade sharing tuition rate negotiated between Districts A and B.	District B becomes the receiving district since District A does not have a school program to serve the student. District B bills the resident district open enrollment tuition rather than the whole grade sharing tuition rate negotiated between Districts A and B.
22. Whole Grade Sharing	Student is a resident of District A which whole grade shares with District B.	Open enrollment overrules whole grade sharing. District A pays the open enrollment rate and not the whole grade sharing negotiated rate.	When attending in District B, District B bills District A at the open enrollment rate rather than the whole grade sharing negotiated rate.
23. Whole Grade Sharing	Student is a resident of District A and attends District B for elementary school under open enrollment. District A and District B are in a whole grade sharing arrangement with each district offering elementary school, District A provides the middle school, and District B has the high school.	If student returns to District A for middle school, the open enrollment is on hold until the student returns to District B for high school. If the student open enrolls to another district for middle school, then the student would need to re-apply for open enrollment to return to District B for high school.	When attending in any other district but District A, the student is under open enrollment and receiving district bills at the open enrollment rate.

**Open Enrollment Contact:**

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