

## 2018-19 OPEN ENROLLMENT APPLICATION

For students residing outside the Goddard School District

Goddard Public Schools USD 265

PO Box 249, 201 S. Main St., Goddard, KS 67052 – 316.794.4000

Open enrollment in Goddard School District, USD 265, is available for the 2018-19 school year on a space-available basis. Schools will be assigned by the superintendent, not selected by the applicant. No transportation to/from school is provided for out-of-district students. **Please submit completed application with all requested documents by 4:00 p.m. on Thursday, July 19<sup>th</sup> to the USD 265 Administration Center, PO Box 249, 201 S. Main, Goddard, KS 67052.**

<b>FOR OFFICE USE ONLY</b>		COMPLETE <input type="checkbox"/>	INCOMPLETE <input type="checkbox"/>
<b>COMPLETED APPLICATION RECEIVED:</b>		DATE: _____	TIME: _____
<input type="checkbox"/> APPROVED  <input type="checkbox"/> DISAPPROVED	ASSIGNED TO: _____ SCHOOL  _____ Superintendent/Designee Signature <span style="float: right;">Date</span>		

Grade for 2018-19 School Year (K-12)	Sex (circle) F / M	Date of Birth:	Social Security #
Student's Legal Name (Last, First, Middle)			Nickname:
Home Address		City / State	Zip Code
Mailing Address (if different from above)		City / State	Zip Code
Parent/Guardian Name (Last, First, Middle)			
Home Phone	Work Phone	Cell Phone	
School District Student Attended in 2017-18			
Name of School			
Address of School			
City	State	Zip Code	
Special and/or unique instructional programs currently provided for applicant student. (For example: reading or math assistance, special education, gifted/talented, assistance with learning English, etc.) _____ _____ _____			

I attest that my signature below confirms the accuracy and truthfulness of all requested information. I have read the Goddard School District Open Enrollment Procedures, and hereby request that my son/daughter be permitted to attend Goddard School District. I also understand that my child and I will be required to sign a contract upon enrolling, if this application is approved. I further understand that the Goddard School District reserves the right to remove a non-resident student at any time because of unacceptable behavior, false or misleading information on the open enrollment application, lack of academic progress, or poor attendance.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



# GODDARD SCHOOL DISTRICT 2018-19 OPEN ENROLLMENT PROCEDURES

Goddard School District, USD 265, recognizes the desire of some parents/guardians to enroll their children in a school other than their neighborhood schools. Limited enrollment of non-resident students may be made on a space availability basis. Non-resident students accepted for enrollment in Goddard USD 265 will be assigned to a Goddard School District attendance center by the Superintendent of Schools or designee.

**To apply for admission to Goddard Public School District, please follow these Open Enrollment application procedures.**

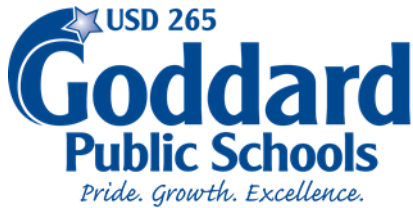
1. Request an Open Enrollment Application form from the Goddard USD 265 Administration Center, 316.794.4000 or on the website at [www.goddardusd.com](http://www.goddardusd.com)
2. Complete an Open Enrollment application form for each child you are requesting to enroll in Goddard School District.
3. Return the completed form(s) to the USD 265 Administration Center, P. O. Box 249, 201 S. Main Street, Goddard, KS 67052 by 4:00 p.m. on July 19<sup>th</sup>, 2018. Completed applications must include the records from the student's previous school that are listed on the "Pupil Records Request" form.
4. Application form will be reviewed by the superintendent or designee, and a decision to approve or deny the application based on a space availability basis will be made by July 27<sup>th</sup>.
5. The USD 265 'New Student Online Enrollment' NSOE process must be completed by the parent/guardian of non-resident students from their assigned school, upon approval for acceptance in Goddard School District. **All enrollment forms must be completed and returned to the assigned school before enrollment is considered complete.**
7. Students who reside in Goddard School District and move out of their school attendance zone during the school year must inform the school office of that status and their intent to continue or discontinue enrollment.
8. A non-resident student accepted through open enrollment is not required to reapply on an annual basis providing the student has continuous enrollment and has not withdrawn from Goddard School District and enrollment has not been revoked by Goddard School District officials.
9. Goddard School District is a member of a special education interlocal cooperative. IEP's will be reviewed and written to align with district services, instruction and assessments, once the student has successfully completed all enrollment requirements.

## **TRANSPORTATION**

Parent/guardians are responsible for transporting non-resident students accepted under open enrollment.

## **KSHSAA VARSITY SPORTS/ACTIVITIES**

A student who plans to participate in a varsity sport and/or activity governed by the Kansas High School Activities Association (KSHSAA) should review KSHSAA rules prior to submitting an open enrollment application form. Certain school transfers will lead to a student being ineligible to participate at the varsity level for 18 weeks.



# GODDARD SCHOOL DISTRICT 2018-19 OPEN ENROLLMENT PROCEDURES

## **APPLICATION PROCESS AND TIMELINE**

Open enrollment applications for non-resident students will be available from May 9 through July 19, 2018, for the 2018-19 school year. Applications will be considered on a first-come, first-served, space available basis. Applicants will be notified by July 27, 2018, of approval or non-approval status.

The superintendent or designee may deny an open enrollment request when such enrollment would have a negative impact on the efficient use of district resources. The superintendent or designee may set numerical limits for schools, grade levels, or programs to provide for appropriate and efficient use of facilities and staff.

Resident students (school district residents of Goddard School District, USD 265) shall have priority to all classes, buildings and grade levels over non-resident open enrollment applicants.

Goddard School District is a member of a special education interlocal cooperative. IEP's will be reviewed and written to align with district services, instruction and assessments upon approval status of open enrollment and successful completion of all enrollment requirements for the student.

## **REVOCAION OF ACCEPTANCE**

Goddard School District reserves the right to revoke enrollment of a non-resident student at any time because of unacceptable behavior, false or misleading information on the open enrollment application, lack of academic progress, or poor attendance.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Due process for all students remains the same regardless of what school they attend within the Goddard School District and regardless of where the student resides once accepted under the open enrollment policy.

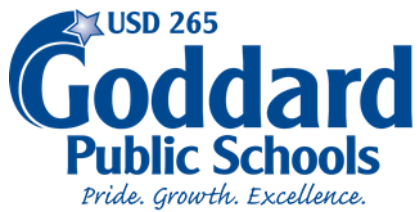
## **PREVENTING OR RECRUITING POTENTIAL OPEN ENROLLMENT STUDENTS**

Goddard School District employees will take no action to prohibit or prevent application by its students to attend school in another school district. In no case is an employee of Goddard School District to recruit students outside of their attendance area.

## **RESTRICTIONS**

Factors which may cause an Open Enrollment Application to be denied include:

1. School, grade, or program(s) lack available space and/or staff;
2. The student has been suspended or expelled from school;
3. The student is not in good standing in the current school;
4. Information on the Open Enrollment Application has been misrepresented or was incomplete.



## NOTICE OF EXPULSION/LONG-TERM SUSPENSION

It is the policy of the Goddard School District, USD 265, to deny admittance to any student if the student has been expelled long-term suspended from a school in another school district and the period of the expulsion/long-term suspension has not expired.

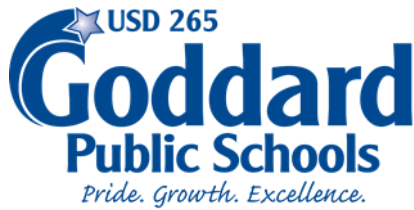
Student	
Date of Birth	Grade for 2017-18 School Year (K-12)

<b>TO BE COMPLETED BY PARENT/GUARDIAN</b>	
The student listed above is:	
<input type="checkbox"/> NOT EXPELLED OR LONG-TERM SUSPENDED from another school district at this time.	
<input type="checkbox"/> EXPELLED OR LONG-TERM SUSPENDED from the _____ School District at this time.	
This period of expulsion/long-term suspension expires on _____	
Parent/Guardian Signature	Date

<b>TO BE COMPLETED BY SCHOOL DISTRICT IN WHICH STUDENT WAS ENROLLED IN 2017-18 (Goddard School District will request this information from the previous school district.)</b>	
The student listed above is:	
<input type="checkbox"/> NOT EXPELLED/LONG-TERM SUSPENDED from _____ School District at this time.	
<input type="checkbox"/> EXPELLED/LONG-TERM SUSPENDED from the _____ School District at this time.	
This period of expulsion/long-term suspension expires on _____	
The student listed above:	
<input type="checkbox"/> IS in good standing	
<input type="checkbox"/> IS NOT in good standing	
School Official Signature	Date
Title of School Official	School District

Mail: 201 S. Main St., Goddard KS, 67052 - Fax: to 316-794-2222 – Email: [mschwartz@goddardusd.com](mailto:mschwartz@goddardusd.com)

Questions – Call: 316-794-4000



Goddard School District  
2017-18  
PUPIL RECORDS REQUEST

Present this form to student's current school to request the records shown below. This form and said information must all be delivered to Goddard Public Schools by **Thursday, July 19<sup>th</sup>**, or the application may be incomplete and not approved.

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Birth Date \_\_\_\_\_

**The following records must be submitted with the Open Enrollment application:**

- ✓ Transcript of Grades/Credits
- ✓ Immunization Records
- ✓ 2017-18 Withdrawal Grades
- ✓ ESOL Records (if applicable)
- ✓ Special Ed Placement (including Psychological, Educational, Medical, Social History, if applicable)
- ✓ Health Records
- ✓ Test Records
- ✓ State Assessment Scores
- ✓ Discipline Records

Other \_\_\_\_\_  
\_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

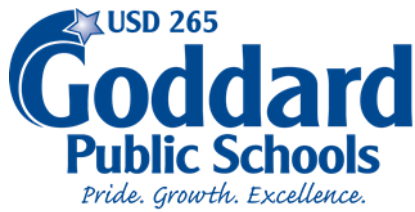
Previous School \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mail: 201 S. Main St., Goddard KS, 67052 - Fax: to 316-794-2222 – Email: [mschwartz@goddardusd.com](mailto:mschwartz@goddardusd.com)

Questions – Call: 316-794-4000



# Goddard School District 2018-19 Open Enrollment Contract

This Open Enrollment Contract documents an agreement between \_\_\_\_\_ ,  
Student  
\_\_\_\_\_ and Goddard Public Schools USD 265  
Parent/Guardian

is based on the following expectations:

1. Student must follow attendance and discipline policies as outlined in the school student handbook.
2. Student shall receive no major disciplinary violations as outlined in the school student handbook.
3. Student shall make progress toward positive academic achievement.

Any violations of these expectations will require specific documentation from the school principal or designee.

As an open enrolled student, I understand if I do not fulfill this contract, I may be unenrolled from Goddard USD 265 and required to return to my home school district. This Open Enrollment Contract is in effect for the duration of my enrollment in Goddard School District, USD 265.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

<b>FOR OFFICE USE ONLY</b>	
_____ Assigned School	
_____ Building Administrator Signature	_____ Date