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**OPEN ENROLLMENT PROCEDURE**  
**(STS-P003)**  
Clarksville-Montgomery County School System

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**1.0 SCOPE:**

- 1.1 This procedure outlines the process of determining enrollment numbers and building capacity along with the process of applying for open enrollment.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Level Director, Student Services Director and Principals

**3.0 APPROVAL AUTHORITY:**

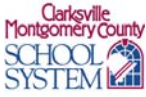
- 3.1 Chief Academic Officer (CAO)

**4.0 DEFINITIONS:**

- 4.1 Senior Instructional Team: A group under the leadership of the Chief Academic Officer composed of district level supervisory and program coordinators who provide leadership for the Instructional Department.

**5.0 PROCEDURE:**

- 5.1 December 1\* building capacity is determined by the Senior Instructional Team and the building principal prior to opening the open enrollment application process.
  - 5.1.1 This is accomplished by the level director and building principal discussing student:teacher ratio, the number of available rooms, and enrollment projections for the next year.
- 5.2 December 15 principals send a standardized Letter of Intent to all current open enrollment students to determine if they will be returning the next year.
  - 5.2.1 These students and siblings wishing to attend are used to determine the number of seats available.
    - 5.2.1.1 These students do not have to apply again.
- 5.3 January 1 open enrollment schools are determined by the CAO, level director and student services director based on building level capacity.
  - 5.3.1 Student Services, schools and the public are notified.
  - 5.3.2 Applications for open enrollment are made available in all appropriate level schools, at Central Office and on the web.
- 5.4 January 15 through February 15 applications are sent to Student Services and are made available from CMCSS website (ref [STS-F023](#)).
  - 5.4.1 Student Services dates, alphabetizes by grade level and numbers consecutively applications as they are received.
- 5.5 Student Services makes a list for each school losing students and each school receiving students at application deadline.\*



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5.5.1 Lists are forwarded to CAO, level director and building principals.

5.6 February 16:

If space is available at the receiving school for all applicants, standardized letters are sent by Student Services to inform parents/guardians. A registration form (ref. EIS-F001) is enclosed with directions to complete and send/take to the school by a given deadline.

If space is not available for all applicants, the following procedures take place:

- Applications from hardship students\* already enrolled and children of teachers at that school are pulled from the list. These students will automatically be included and may already be in the current enrollment count.
- A lottery is conducted by the CAO, level director, and student services director to select the correct number of students, by grade level, from the remaining applications. This lottery may include generating a table of random numbers from which to choose the applications.
- Applications are checked for 1) sibling and 2) second choice school (letter to parent must indicate school and school must be notified).

5.7 Student Services sends letter to parents/guardians telling them they have been accepted or are on the waiting list. Those accepted must send/take the registration form to the new school by the designated deadline or a child from the waiting list will be put in their place.

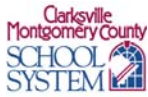
**\*Note: All dates listed in this procedure are approximate.**

**\*Note: Ethnicity and Free/Reduced Lunch may be calculated to determine any change of status for the school once all open enrollment numbers are calculated.**

**\*Note: Students attending a school on Hardship must reapply every year unless they subsequently enter through open enrollment.**

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Letter of Intent
- 6.2 Applications ([STS-F023](#)) (Available from the website during registration period.)
- 6.3 List of applicants
- 6.4 Registration form (EIS-F001)
- 6.5 Hardship applications (STS-F001)
- 6.6 Current enrollment count
- 6.7 Standardized Letters



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**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Application, registration and associated documentation	Student Services Office	Current plus three years	Shredded	Secured Building

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/06/05		Initial Release

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* End of Procedure \*\*\***

