

## OPEN ENROLLMENT POLICY

### I. OPEN ENROLLMENT

In an effort to increase enrollment and maximize opportunities, a student may, based on open enrollment, be reassigned to another Pitt County school participating in open enrollment. Those schools participating in open enrollment will be identified in a list approved by the School Board prior to April 1. Open enrollment applications will only be accepted between April 1 and July 1 prior to the year of enrollment. Because K-8 open enrollment decisions primarily are made on a space available basis, K-8 students will be notified no later than July 15 prior to the year of enrollment. Students approved for a transfer are not allowed to enroll at any other school for one school year except through the transfer process.

Consideration for such assignments will be based upon a first-come, first-serve basis, space availability, and the resulting impact on the schools affected. Where conflicts with the said criteria arise, assignment of a student to a particular school will be decided by the Superintendent.

### II. PROCEDURE FOR REQUESTING A TRANSFER

The following steps shall be taken if a parent/guardian wishes to transfer a student to a school other than the assigned school.

1. A request must be initiated by the parent/guardian of the student involved by completing a Student Reassignment Form TR-85 obtained from the school or from the Central Office (see Exhibit 10.111).
2. The completed form must be delivered to the Office of Superintendent of Pitt County Schools.

### III. BUS TRANSPORTATION

No school bus transportation will be provided to students not attending school in the district in which they live. In certain circumstances where bus stops are necessary at public schools and where space is available on the bus, the Superintendent may allow children of employees to ride the bus to the feeder school. (Exception: Special Education Students)

### IV. DURATION OF TRANSFER

All approved kindergarten through twelfth grade transfers will be for the exit grade unless otherwise stated.

**Revision/Adoption:** Adopted June 23, 2008

**Legal References:** G.S. 115C-366

**Cross References:** Policy 10.111 (Student Transfers within Pitt County Schools)