



## Open Enrollment Information

- The request period for open enrollment is April 3-June 29.
- A request must be initiated by completing a Student Reassignment Form TR-85 obtained from the Pitt County Schools Website or the Pitt County Schools Central Office.
- The completed form must be delivered to the Pitt County Schools Student Assignment Office.
- Consideration for open enrollment reassignments will be based upon a first-come, first-served basis, space availability, and the resulting impact of the schools affected.
- Due to the high level of interest in open enrollment, the school system has the following procedures in effect for April 3<sup>rd</sup>:
  - Applications received via hand delivery, email, or fax after 8 a.m. on April 3 will be processed on a first-come, first-served basis.
  - Any applications that are emailed or faxed **prior** to 8 a.m. on April 3 will be included with the applications received in the mail that day.
  - After processing applications hand-delivered, emailed, or faxed after 8 a.m. on April 3, the school system will evaluate capacity at the schools requested.
  - If the number of requests received prior to 8 a.m. on April 3 or via mail that day exceeds the seats available at a specific school, approval will be determined by random selection. Those not approved for their first choice will be offered their second preference.
  - If the capacity at a specific school has been reached by the number of applications received after 8 a.m. in person or via email or fax, all requests received prior to 8 a.m. or via the mail will be offered their second choice.
  - If first and second choice schools are not available because they have reached capacity, the third choice listed on the open enrollment form will be offered.