

# Application Instructions

## Application Information

If a parent or guardian wishes to open enroll their child or children, they must:

- Complete an application (available in any Iowa public school district's central office and on the Iowa Department of Education's [Department] website),
- Submit an application for each child in their family, and
- Send a copy of the application to both the resident and receiving school districts.

*Do not send your application to the Iowa Department of Education, as this could result in an untimely filed application.*

## Current Open Enrolled Students

If a current open enrolled student would like to open enroll to a new school district, the parent or guardian must:

- File a new application with:
  - The district the student is currently attending and open enrolled into (receiving district),
  - The resident district, and
  - The district the student wants to attend; and
- Indicate on the application that the child is currently open enrolled and would like to open enroll to a new school district.

The new district (alternate receiving district) will notify the parent or guardian, the resident district, and the previous receiving district of acceptance or denial (281—IAC 17.8(4)).

## Application Sections

### Open Enrollment Application (Completed by Parent/Guardian)

Parents and guardians must complete page 1 of the application.

### Application Response (Completed by Receiving District)

Receiving districts must complete page 2.

### Application Receipt (Completed by Resident District)

Resident districts must complete page 2.