



## **OPEN ENROLLMENT PROCEDURE (STS-P003)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for determining enrollment numbers and building capacity along with the process of applying for open enrollment. This procedure applies only to residents of Montgomery County.

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

### **2.0 RESPONSIBILITY:**

- 2.1 Level Directors
- 2.2 Student Services Director
- 2.3 Principals

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief of Staff (COS)

### **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 initiating 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 The students and siblings wishing to continue attending are used to determine the number of seats available.
    - 5.2.1.1 Once students are accepted through open enrollment, they are allowed to remain at that school until the end of grade 5, grade 8, or grade 12. Open enrollment rights end if a student withdraws.
- 5.3 January 1 open enrollment schools are determined by the CAO, COS, and level director based on building level capacity.



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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 district offices and on the CMCSS website.

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.\*

5.5.1 Lists are forwarded to COS, 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. Parents must go to Parent Self Service to complete transfer process and then contact the school for next steps.

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

- Applications are checked for 1) sibling and 2) second choice school (letter to parent must indicate school and school must be notified).
- A lottery is conducted by the COS, 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.

5.7 Student Services sends letter to parents/guardians telling them they have been accepted or are on the waiting list. Parents must go to Parent Self Service to complete transfer process, and then contact the school for next steps.

**\*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.**

### **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



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6.4 Current enrollment count

### 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
7/09/08	A	Change Hardship to Special Transfer throughout and add 6.0 & 7.0
2/4/16	B	Added disclaimer to scope. Reworded 5.2.1.1 for clarification. Updated logo.
11/1/18	C	3.1, replaced CAO with COS. 5.3, added COS and removed student services director. 5.3.2, replaced central office with district offices. 5.6, Switched second and third bullet. Removed third note at end of procedure. 6.4, corrected form number ELS-F001. Removed 6.7. Removed reference to flowchart.
12/6/21	D	Added section 5.1 to denote the adjustment to the open enrollment procedure that would only occur during the 2021-2022 school year, due to rezoning.
1/10/23	E	Removed references to the 2021-2022 rezoning. Changed dates to reflect the dates that would be used during the 2022-2023 school year.
11/27/23	F	Added the note to section 5 to denote the adjustment to open enrollment that would only occur during the 2023-2024 school year, due to the rezoning of elementary boundaries.
08/23/24	G	5.0, remove note pertaining to 24-25 rezoning. 5.6 and 5.7, remove reference to registration form, add parents complete Parent Self Service. In 6.4 and 6.5, delete associated documents Registration form and Special Transfer application.

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