

## SECTION I

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## NEW STUDENT REGISTRATION

Welcome to the Dubuque Community School District! Start the enrollment process by completing the following steps:

1. Complete New Student Enrollment Form
2. Return completed form to your home school
  - Not sure of your home school? Find out online at [www.dbqschools.org/find-your-school](http://www.dbqschools.org/find-your-school).
  - Even if you wish to plan to apply for in-district transfer, you must begin the process at your home school.
3. Submit required information to your home school when you return your completed form
  - Proof of Age (birth certificate preferred)
  - Proof of Residency (see list of accepted documents below; the name and address on the document must match the name and address of the parent or legal guardian of the student(s) being registered)
    - Please provide one of the following:*
    - » mortgage statement from last or current month
    - » current rental or lease agreement
    - » utility bill from last or current month
    - » current property record or most recent tax receipt
    - » bank statement from last or current month
    - » pay stub from last or current month

Within a few days of completing these steps, you will be sent login information for Infinite Campus, the district's student information system.

STEPS 1 and 2 MUST BE COMPLETED before beginning online registration.

If you are registering before the start of a new school year, you will receive a registration packet from the district in late summer with instructions on how to officially complete the district's online registration. If you are registering in the middle of a school year, your home school will provide you with the necessary registration paperwork.

For more information, visit [www.dbqschools.org/registration](http://www.dbqschools.org/registration).

NOTE: Returning students will receive information annually outlining the necessary forms and procedures for registering.



### FORM 4: New Student Enrollment Form

The form is available at the back of this handbook, in the school offices, and at [www.dbqschools.org/forms](http://www.dbqschools.org/forms).

## PERMISSIONS

Each year, the Dubuque Community School District seeks necessary permissions from parents/guardians in a variety of areas. These permissions are received during the online registration process.

## RESIDENCY GUIDELINES

All students will register at the school within the boundary code of their specific address. Proof of residency will be provided by each new family.



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The form is available at the back of this handbook, in the school offices, and at [www.dbqschools.org/forms](http://www.dbqschools.org/forms).

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## OPEN ENROLLMENT

### **IN-DISTRICT TRANSFER (previously In-District Open Enrollment)**

In-District Transfer refers to students *who live in the Dubuque Community School District* and are opting to enroll in a different school than their home school. This was previously referred to as In-District Open Enrollment.

The Dubuque Community School District offers K-12 in-district transfer to an attendance center other than the home center on a space-available basis. The intent of the policy is to permit a wide range of educational choices for students and to maximize the ability of parents/guardians to use those choices. Because of limited space, certain restrictions/conditions are necessary.

For more information, or an application, refer to school board policy #6218 In-District Transfer, available on the district's website at [www.dbqschools.org](http://www.dbqschools.org).

### **DISTRICT-TO-DISTRICT OPEN ENROLLMENT**

District-to-District (Inter-District) Open Enrollment is the process by which parents residing in an Iowa district may enroll their children into another Iowa school district under the terms and conditions of Iowa Code section 282.18 and the administrative rules of the Iowa Department of Education, 281 Iowa Administrative Code Chapter 17.

Parents or guardians requesting open enrollment in or out of the school district must complete an application form that is available in the central office of all Iowa school districts and available via the Iowa Department of Education's website at [www.educateiowa.gov/pk-12/options-educational-choice/open-enrollment](http://www.educateiowa.gov/pk-12/options-educational-choice/open-enrollment). The completed form must be filed with both the resident and the receiving district for each child in the family for which open enrollment is desired.

Applications shall indicate the current grade level and whether or not the student is in a special education program. The parent/guardian may request the desired attendance center, but final placement is subject to board or administrative discretion.

According to the Iowa Department of Education Open Enrollment Handbook, students who open enroll in grades nine through 12 are not eligible to participate in varsity contests and competitions during the first 90 school days of transfer (not counting summer school) unless an exception applies allowing immediate eligibility. For a list of exceptions to this rule, please see Iowa Administrative Code subrule 281—36.15(4).

The parent/guardian is responsible for transporting the student to and from the receiving district, unless the family qualifies for transportation assistance according to income guidelines. If the parent/guardian qualifies for transportation assistance and requests it, the resident district must provide transportation assistance in accordance with established guidelines.

The open enrollment application is valid for the duration of the student's attendance. Open enrollment to the receiving district continues until the student graduates or until the parent/guardian notifies the district in writing that they desire to terminate open enrollment (Iowa Code section 282.18(6)).

The only determining factors in considering approval of an open enrollment request will be if the enrollment will cause a class size to exceed the recommended maximum or if the student has been suspended or expelled without reinstatement from the sending district.

If open enrollment is denied, the parent/guardian may appeal to Iowa District Court. If the application meets good cause due to alleged repeated acts of harassment or if the child is alleged to have a serious health condition that the resident district cannot adequately address, an appeal may be filed with the Iowa State Board of Education.

For more information, view school board policy #6217 and #6217-A, available on the district's website at [www.dbqschools.org](http://www.dbqschools.org).

### **REQUIRED NOTIFICATION**

Districts must notify parents of open enrollment deadlines, transportation assistance, and possible loss of athletic eligibility for open enrollment of students by September 30 of each school year. Notification shall also be provided to any parent/guardian who transfers into the district during the school year.