



Open Enrollment Application 2025-2026

Date: _____

Requested School: _____

Zoned School: _____

Current School: _____

| Student Information | |
|-----------------------------|--------------------|
| Student Last Name | Student First Name |
| | |
| Grade for 2025-2026 | Date of Birth |
| | |
| Street Address | City, Zip |
| | |
| Parent/Legal Guardian Name | Phone |
| | |
| Parent/Legal Guardian Email | |
| | |

Reason for student transfer: _____

Is your student on an IEP? Yes _____ No _____

Has your student had a history of attendance infractions within the past three years?

Yes _____ No _____

Has your student had a history of disciplinary infractions within the past three years?

Yes _____ No _____

Are the attendance/disciplinary infractions related to a disability?

Yes _____ No _____

Please explain attendance and/or disciplinary infractions: _____

Will your student participate in IHSA sanctioned activities? Yes _____ No _____

If yes, which sports/activities: _____

Considerations:

- If the student participates in any athletic program governed by the IHSAA, he/she may not be eligible to participate at the new school. The parent or guardian should check IHSAA rules before submitting an application.
- The student should remain enrolled in the resident school until there is an effective start date at the requested school.
- The district will notify parents of acceptance and the effective start date or denial.
- Transportation of open-enrolled students is the responsibility of the parent/guardian.

Decision-Making Criteria, Revocation, and Appeals:

Space Availability

All applicants will be considered on a space-available basis. The district will use their maximum enrollment to determine the space availability according to the state law and district policy.

When there is a transition from one school to another, such as elementary to junior high or junior high to high school, a new application is required due to different capacity limits.

Attendance and Disciplinary Infractions

Open enrolled students are expected to follow all disciplinary and attendance policies and regulations applicable to all Melba School District students. Failure to meet these conditions may result in revocation of this Open Enrollment transfer.

Appeals

Appeals of an administrator’s denial or revocation of open enrollment for students wanting to attend Melba School District will be directed to the district’s Board of Trustees for administrative review. The appeals process will follow the district’s policy for appeals and must be aligned to Idaho Code 33-1410.

Acknowledgements:

- I certify that the information provided here is accurate and complete.
- I understand that the approval of this request shall be dependent upon the acceptance and rejection standards stated in the district’s policy. This includes over-enrollment within the first two years of the transfer.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand I am responsible for providing transportation to and from school for my student.
- I understand the transfer can be revoked at any time if there are attendance or discipline issues.
- I understand I must complete the Intent for Re-enrollment each year in order to continue to attend the school.
- I have requested the transfer of my student’s records from _____ district to Melba School District.

I have read the school district policies and procedures on Open Enrollment and hereby request that my son/daughter be permitted to attend the requested schools.

Parent/Legal Guardian Signature _____

Student Signature (6-12 only) _____

Date: _____

| For District/School Use Only |
|---|
| Date Received: |
| Receiving Administrator's Comments: |
| Receiving Administrator's Signature and Date: |
| Transfer request: Approved: _____ Denied: _____ Reason for Denial: |
| Date of Parent Notification: |
| Notification made by: (Name and Method) |