

**BELLEVUE SCHOOL DISTRICT NO. 405  
Bellevue, Washington**

**OPEN ENROLLMENT NOTICE for School Year 2012–2013:  
For District RESIDENTS and Full-time District EMPLOYEES ONLY**  
The Open Enrollment period begins Monday, January 9, 2012, and continues through Friday, February 10, 2012, at 4:00 p.m. Late applications will not be considered for open enrollment.

Application forms are available at ALL school offices and at the Student Placement Office (phone: 425-456-4200) Educational Service Center (ESC), Bellevue School District, 12111 NE 1<sup>st</sup> Street, Bellevue, Washington 98005

**STATUS OF SCHOOLS for 2012-2013**

OPEN	1 IN/1 OUT	CLOSED
<ul style="list-style-type: none"> <li>▪ Ardmore</li> <li>▪ Bennett</li> <li>▪ Cherry Crest</li> <li>▪ Phantom Lake</li> <li>▪ Sherwood Forest</li> </ul>	<ul style="list-style-type: none"> <li>▪ Eastgate</li> <li>▪ Lake Hills</li> <li>▪ Somerset</li> <li>▪ Stevenson</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clyde Hill</li> <li>▪ Enatai</li> <li>▪ Medina</li> <li>▪ Newport Heights</li> <li>▪ Spiritridge</li> <li>▪ Woodridge</li> </ul>
<ul style="list-style-type: none"> <li>▪ Highland MS</li> <li>▪ Tillicum MS</li> <li>▪ Tyee MS</li> </ul>		<ul style="list-style-type: none"> <li>▪ Chinook MS</li> <li>▪ Odle MS</li> </ul>
<ul style="list-style-type: none"> <li>▪ Interlake HS (<b><u>Freshmen</u></b>: Open <b><u>ONLY</u></b> for a limited number of students)</li> <li>▪ Sammamish HS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bellevue HS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Interlake HS (Grades 10-12)</li> <li>▪ Newport HS</li> </ul>

**Open Enrollment Instructions**

1. Obtain an Open Enrollment Application form from any BSD school, your home school or the Student Placement Office (see address above). Call 425-456-4200 if you have questions.
2. Upon completion, applications may be returned to your home school or mailed to: Student Placement Office, Bellevue School District, P.O. Box 90010, Bellevue, WA 98009-9010.
3. Students entering Kindergarten or other students who are siblings of students open enrolled during the 2012-2013 school year will be allowed to open enroll in that same school.
4. Whenever the number of applicants exceeds the available transfer spaces at a particular grade level in a school, a lottery will be conducted after the close of the Open Enrollment period.

**Transportation Service**

- No Open Enrollment transportation is provided. High school students may access the Metro bus route arrangement with the school district.
- Open Enrollment students may ride existing bus routes on a “space available” basis. Parents cannot be advised by the Transportation Department if there is space available until mid-September. Routes will be announced in late August.

**Open Enrollment Applications Must Be Postmarked No Later Than 2/10/12**

### **General Open Enrollment Lottery Process**

- All applications received during the designated *Open Enrollment* period will be considered and received on an equal basis.
- Families submitting multiple applications for the same grade level (i.e., twins) will be given a single **lottery** number. Selection of that number includes the selection of the other sibling(s), provided there is sufficient space in the program/grade level.
- Students not selected in the **lottery** will be placed on a **lottery** wait list by grade level in the order drawn.
- **Pending** applications will be considered for approval periodically throughout the spring and summer, as local attendance area enrollment becomes more settled.
  - Space available at “**1-IN/1-OUT**” schools (**projected to be 90% enrolled**) is limited, and applications received will be placed in a **Pending** file for consideration later in the spring or summer.
  - If it is determined by the Student Placement Office at any time before school begins that a school does have room for transfers, then the applications received during the *Open Enrollment* period will be considered. If there are more applications than available spaces, preference will be given to two groups: certain siblings and certain feeder-school students. And, if space is still available a general **lottery** will be held.
  - Space available at “**CLOSED**” schools (**projected to be over 100% enrolled**) is not likely, and applications received will usually be **denied**. A family may submit an open enrollment application for a closed school, but the chance of the application being approved is not likely.
  - No application will be held beyond **October 1, 2012**.
- Siblings: If a **lottery** is required and siblings apply for the same school at the same time at different grade levels, the selection of one sibling includes the selection of other sibling(s).
- Applications will be accepted during the *Open Enrollment* period for the **2012/2013** school year beginning **January 9 through February 10, 2012**.

### **Other Open Enrollment Details (Further Reference: District Policy #4020)**

1. Applications will be approved only if the placement will not adversely impact a school’s staffing, class size, or educational program.
2. Students who will enter either half-day or full-day Kindergarten in the fall may participate during the general Open Enrollment period, January 9 through February 10, 2012. These students should first register and enroll at their home attendance area school. Open Enrollment Kindergarten students are subject to the provisions of Board Policy #4023 - Relocation of Kindergarten Students.
3. After the Open Enrollment applications have been processed, parents will be notified by mail of the action taken. If approved, the student should then register at the new school by contacting that school.
4. Transfer under Open Enrollment continues until:
  - a. The student completes the elementary school, middle school, or high school level; or
  - b. Space is no longer available (see #5 below); or
  - c. Disciplinary or attendance issues result in the revocation of the transfer (see #5 below); or
  - d. The student moves outside the District; or
  - e. The student requests return to his/her home school (see #6 below).
5. Students are subject to being removed from an open-enrolled school if adequate space is no longer available at the proper grade level due to increased enrollment in the school’s attendance area. Transfers may also be discontinued for reasons set forth in District Policy #4020.
6. Once a student has transferred to a school through Open Enrollment, students may return to their home attendance area school after discussion with the two schools involved.
7. If a transfer has been approved, but attendance has not yet begun, students may return to their home school upon notification to the Student Placement Office. At that point the Open Enrollment application will be canceled.

### **Other District-wide Schools and Programs**

- International School (grades 6-12) – Sixth-grade entrance, by lottery only. Contact International School for the program lottery date and further details (425-456-6500).
- Puesta Del Sol (Spanish Immersion Elementary Program) – Kindergarten entrance, by lottery only. Contact Puesta Del Sol for the program lottery date and further details (425-456-6100).
- **Kelsey Creek Home School Center** – Contact school directly for information (425-456-7870).
- GIFTED – Enrichment (grades 2-5); Prism (grades 2-8); Gifted H.S. (grades 9-12). Contact: (425-456-4136).
- ELL – English Language Learners (grades K-12). Contact: (425-456-4135).

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