



All students in the Bellevue School District are guaranteed a spot at their *neighborhood* school.

This FAQ is for those interested in applying for entry to another school as part of the Open Enrollment process.

1. What is Open Enrollment?

Open Enrollment is a period of time each year when RESIDENT students may apply to attend a school other than their neighborhood school.

2. Do we have to go through Open Enrollment each year?

No. Once a student has been accepted through Open Enrollment, they can stay at the school if the student is not excessively tardy or absent and does not engage in frequent misconduct. For more information, refer to [Procedure 3120.1P](#).

3. What is the timeframe?

Open Enrollment applications will be accepted from 9:00 a.m. on Monday, December 10, 2018 through Friday, January 18, 2019 at 4:30 p.m.

4. How many spaces are available at each school?

When deciding if students can be admitted, we look at projected enrollment and staffing numbers at both the releasing and receiving schools. If students are accepted they enter the requested school and grade in the order in which their number is drawn in the lottery.

5. What is meant by school status?

This is an indication of available space in the individual schools.

6. What are the school statuses?

For 2019-20 we are using "Limited," "Possible," and "Closed" for school statuses.

- "Limited" means there may be some opportunity at specific grade levels closer to the start of school as it will depend on the actual enrollment numbers and class sizes. Notification will likely be made in August or September.
- "Possible" is based on the forecast and we expect some space at all grade levels. Although we will maximize opportunities for all students who wish to attend a requested school, this does not mean we will be able to admit all students who apply. We plan to have middle and high school notifications out by the beginning of February 2019 and by the beginning of April 2019 for elementary schools.
- As schools are filled, we will move them to a "Closed" status.

7. Who can apply for Open Enrollment?

Open Enrollment is only open to residents of the Bellevue School District-- the student must be physically living within the boundaries of the district at the time of application.

Per Washington State Law and District Policy, the nonresident children of full-time employees* of the Bellevue School District may apply as resident students. Full-time employment status will be verified before the student is placed in the lottery.

*The parent/guardian is working for the Bellevue School District (i.e. teacher, principal, in a support function) not that the parent/guardian works in the Bellevue community.

8. How do we apply?

During the Open Enrollment period applications are completed online at www.bsd405.org. Families may access online applications using a kiosk at any school, the district office or they may complete a paper application available at all schools. Paper applications will be forwarded by school personnel to the Student Placement Office for entry into the online application process.

9. If we apply early are we guaranteed a place at our requested school?

No. Placement is not made on a first come, first served basis. All Open Enrollment applications received during the Open Enrollment period are considered equally and all numbers will be placed in a lottery for the ONE school the student requested.

10. How many schools can we apply for?

You may apply for one school per student. If you submit multiple applications for a student, all your applications will be discarded.

11. Can we apply multiple times to one school to improve our chances in the lottery?

No. Any student with multiple applications will have all submissions discarded and will be removed from the Open Enrollment process.

12. When do we get our lottery number?

You will not get a lottery number for Open Enrollment. You will receive an email confirming that your application has been received and you do not need to do anything more.

13. When can we expect to be notified?

Middle and high school notifications will be sent by the beginning of February 2019. Elementary school notifications will be sent by the beginning of April 2019.

14. What if we do not receive an email confirming our application has been received?

If you do not receive the confirmation email, please check your spam and junk boxes before contacting us.

15. How do the lotteries work?

Following the close of Open Enrollment, a lottery will be held. Student numbers are placed on a list in the order drawn for each school by grade level.

16. Can we attend the lottery drawing?

All lotteries are closed to the public.

17. How will we be notified of the results of the lottery?

Notification will be made via email using the email provided on the application. Please add the studentplacement@bsd405.org email address to your list of safe emails so you can receive notifications. Families will either receive a notification of available placement or an email with your student's place on the waiting list.

18. What happens if we are placed on a waiting list?

If your student is placed on a waiting list, please plan on attending your neighborhood school. If space becomes available, we will contact families immediately to get students in their schools as soon as possible.

19. Can I submit a Transfer for Cause or a Transfer Request to help get a place at my desired school?

No. Transfer for Cause or Transfer Requests are not part of this process. If you feel there is a specific reason that your student needs to be transferred, please work with your student's current principal who will work with Student Placement.

20. What if my student wants to attend the same school as their sibling?

The new sibling must also apply and then will have preference in admission provided that both siblings will attend the school together for a minimum of one year.

21. If selected, when does my student begin at the new school?

If selected through Open Enrollment, the student will attend the new school beginning the first day of school in the next school year.

22. How long do we have to accept an Open Enrollment placement?

Families will be given one week to accept an Open Enrollment placement. If there is no reply or the spot is declined the spot will be offered to the next student on the waiting list.

23. Is there paperwork required if we accept an Open Enrollment placement?

All students joining a school through Open Enrollment will have required paperwork, including verification of residency. Failure to submit the paperwork in the timeframe provided may result in the offer being rescinded.

24. If we get accepted to a school through Open Enrollment, can we change our mind?

Yes. You can always go back to your neighborhood school. So that we can have accurate enrollment numbers, please let us know as soon as possible that you will be canceling your approved open enrollment placement by sending an email to studentplacement@bsd405.org. Be sure to include your student's name, grade and the schools involved.

25. Do we have to be at school for the first day of school if accepted through Open Enrollment?

Of course, we want all students to attend school on the first day. Students accepted through Open Enrollment must attend their new school on the day of the statewide enrollment count – Monday September 9, 2019, or their placement will be rescinded.

26. Does the district provide transportation for students who are Open Enrolled to a school?

No. Transportation is the family's responsibility for all elementary and middle school students. High school students will be given an ORCA card for Metro Transit.

27. What happens when my student moves up to middle or high school?

When it is time to go to the next school level, the student will automatically be enrolled in their neighborhood school and must apply through Open Enrollment to request a different school.

28. Can my high school student participate in athletics?

If your student is going to a new school in 9th grade, they will be able to participate in athletics as the new school will be their school of record. If your student is transferring to a new school in 10th, 11th or 12th grades, it is possible that they may not be eligible to participate in varsity sports but would be able to participate in sub-varsity competition. Please review the Washington Interscholastic Athletics Association (WIAA) guidelines for varsity eligibility.

29. Who do we contact if we have questions?

If you have questions, please send an email to studentplacement@bsd405.org with specific information: student name, grade, school, address, etc. We will answer your question as soon as we are able.