

Closing Schools to Inter and Intra District Waiver Requests

Schools may close to waivers if the additional students will have a negative impact on class size or if the school is full and there is not space to add an additional class. The procedure for doing this is as follows:

1. The principal should submit a written request to the superintendent or designee. In this request, specify the grade levels to be closed. The entire school may be closed, if necessary. Data to support this school-wide closure should be provided. This data should include numbers of classes and the current student count in each class. If there is not space to add additional classes, this information should also be provided.
2. Once the memo is received, the information will be reviewed and acted on. A written response to approve or deny the closure will be forwarded to the principal with a copy sent to Student Services. Once a school is closed to waivers, it may not be reopened to accept waivers until after the October 1 count is verified and the budget revised on October 15.
3. When closing to non-resident enrollment at other times of year, the same process should be followed. In order to change the status from closed to open, a memo should be submitted for approval to the Superintendent or designee. Data to support the request should be attached to the memo. A written response to approve or deny changing a school's status from closed to open will be forwarded to the principal with a copy sent to Student Services.
4. All school staff who register students need to be informed of the grade level and/or school's open or closed enrollment status in order to ensure the consistent application of this procedure.

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