



Open Enrollment Frequently Asked Questions

What is Open Enrollment?

Open Enrollment is an opportunity for students who live within the Twin Rivers Unified School District boundaries to apply to attend a Twin Rivers school other than their home school. This process is coordinated by our Administrative Services office temporarily located at 3200 Howard Street, McClellan, telephone number 566-1788.

How do I know which school is my "home school"?

On the Twin Rivers website, www.twinriversud.org, scroll to the bottom of the page and click on the SchoolFinder icon. Enter your home address and the elementary school, junior high and high school for your home address will be listed.

What is the difference between Open Enrollment and an Intradistrict Transfer?

Both involve *transfers between schools within Twin Rivers USD* and parents are responsible for transporting their children to and from school in both cases.

- Open Enrollment takes place during a specific period of time each year and agreements do not need to be renewed once approved. Intradistrict transfers are renewed annually.
- Open Enrollment is coordinated through the Administrative Services office, though forms are available online and at each of our schools. Intradistrict Transfers are coordinated between the home school and the requested school. Those forms are also available at the school site.

When is Open Enrollment in Twin Rivers?

Open enrollment for the 2010-2011 school year is from November 30th through December 11, 2009.

Where do I get the Open Enrollment form?

The form will be available at our school sites, in our School and Community Relations Division at the district office and online at www.twinriversud.org/depts/involve/

What do I need to do to apply for Open Enrollment?

Complete the Open Enrollment application and submit it to Administrative Services by 5:00 p.m. on Friday, December 11, 2009. It can also be faxed to School and Community Relations at 566-3586.

How are Open Enrollment applications approved or denied?

All applications received by 5:00 p.m. on Friday, December 11th will be placed in a lottery by the school requested. Approval will be granted based on the space available at the requested school and priority will be given if there is already a sibling on Open Enrollment at that school. Parents are able to request two schools that they are interested in. If the first school is not available, every attempt will be made to place the student at the school that was the second request.

Is transportation provided for Open Enrollment students?

No. Parents are responsible for transporting their children to and from school.

Do I need to go through Open Enrollment for preschool or Charter Schools?

No. These programs and schools have their own application process.

My child will be in junior high or high school next year and I'd like to see what programs are offered in Twin Rivers' schools. How do I get this information? There are several ways for you to get this information. Please look on our website, www.twinriversusd.org, and click on the schools link. Each of our schools has a website that highlights programs at their school. You can also go to the school and talk to school staff about their school.

All schools will be open for parents to visit to learn more about their programs. Please contact the school that you are interested in directly and they will let you know about any special events related to Open Enrollment.

If my child is approved for Open Enrollment, will I need to apply again next year?

No. Once an Open Enrollment is approved, it does not need to be reappraised for that school site. If your child is moving from elementary to junior high or junior high to high school, you will need to complete a new application.

If my child is approved for Open Enrollment by TRUSD, do I still have to fill out the enrollment packet at the school?

Yes. Parents will be required to complete the enrollment packet, provide proof of residence in Twin Rivers and proof of immunizations. The letter from School and Community Relations stating that the Open Enrollment has been approved will indicate when parents need to complete the enrollment paperwork at their requested site. Each site will receive a list of students that have been approved for Open Enrollment.

Once my child is approved for Open Enrollment, can the agreement ever be cancelled or revoked?

Yes. Open Enrollment students may be displaced due to excessive enrollment of resident students at that school.

How will I be notified if my Open Enrollment request has been approved or denied?

Parents will be sent letters the week of January 25th notifying them that their application has been approved or denied. If we were unable to approve the request for either of the requested schools, families will be asked to enroll in their home school. Enrollment packets will be available in our schools in the spring.

Can I appeal the district's decision?

Yes. There appeal process will be explained in the letter sent to parents for any applications that are denied.

Questions?

Contact the Family and Community Involvement Department at 566-1788.