

## SECTION I

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## NEW STUDENT REGISTRATION

Welcome to the Dubuque Community School District! Registration procedures for new students include the following:

1. According to your home address, and the grade level of your student, find out which school your student is to attend by visiting the district website at [www.dbqschools.org/find-your-school](http://www.dbqschools.org/find-your-school) or by calling the district transportation office at 563/552-3275. Even if you wish to apply for open enrollment, you should start the process at your home school.
2. Call the office at your home school to arrange a time to register your child.
3. Complete the New Student Enrollment Packet (including Home Language Survey) and bring to your registration appointment at your home school. Proof-of-age (birth-certificate) must accompany this form. During this appointment, you will be given a parent access code and instructions on how to complete the registration process. You can either complete the eRegistration while at the school or on your own from any computer with internet access. **Your child is not considered registered until all required information is completed.**
4. In addition to completing eRegistration, all new students will be asked to complete the following required forms. These forms are available at the back of this handbook in Section X, on the district website at [www.dbqschools.org/registration](http://www.dbqschools.org/registration) and from your child's school.  
**Kindergarten Students**  
Certificate of Immunization  
Certificate of Dental Screening  
Medical Examination Record  
Kindergarten Medical Questionnaire  
**New Students**  
Certificate of Immunization  
(request this be sent from your previous school)  
Certificate of Dental Screening  
(for grade 9 and students new to Iowa)
5. Please review the optional forms also available on the district website at [www.dbqschools.org/registration](http://www.dbqschools.org/registration) and from your child's school to request other services as appropriate.

NOTE: Returning students will receive information annually outlining the necessary forms and procedures for registering.

## PERMISSIONS

Each year, the Dubuque Community School District seeks necessary permissions from parents/guardians in a variety of areas. In most cases, these permissions are received during the eRegistration process. Those families not completing eRegistration must still complete all necessary permissions in hard copy on the district Permissions Form.



### FORM 22: Permissions

The form is available at the back of this handbook, in the school offices, and at [www.dbqschools.org/forms](http://www.dbqschools.org/forms).

## RESIDENCY GUIDELINES

All students will register at the school within the boundary code of their specific address. Proof of residency will be provided by each new family.



### FORM 3: Proof of Residency

The form is available at the back of this handbook, in the school offices, and at [www.dbqschools.org/forms](http://www.dbqschools.org/forms).

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# OPEN ENROLLMENT

## REQUIRED NOTIFICATION

Districts must notify parents of open enrollment deadlines, transportation assistance, and possible loss of athletic eligibility for open enrollment of students by September 30 of each school year. Notification shall also be provided to any parent/guardian who transfers into the district during the school year.

## IN-DISTRICT OPEN ENROLLMENT

IN-DISTRICT Open Enrollment refers to students *who live in the Dubuque Community School District* and are opting to open enroll to a different school than their home school.

The Dubuque Community School District offers K-12 open enrollment to an attendance center other than the home center on a space available basis. The intent of the policy is to permit a wide range of educational choices for students and to maximize the ability of parents/guardians to use those choices. Because of limited space, certain restrictions/conditions are necessary. For more information, or an application, refer to school district policy #6218, available on the district's website at [www.dbqschools.org](http://www.dbqschools.org).

## INTER-DISTRICT OPEN ENROLLMENT

INTER-DISTRICT Open Enrollment refers to students *who do not live in the Dubuque Community School District* and are wishing to open enroll into one of our schools.

Parents or guardians requesting open enrollment in or out of the school district must complete an application form that is available in the central office of all Iowa school districts and the Iowa Department of Education website at [www.educateiowa.gov/pk-12/options-educational-choice/open-enrollment](http://www.educateiowa.gov/pk-12/options-educational-choice/open-enrollment). The completed form must be filed with both the resident and receiving district by March 1 preceding the school year for which open enrollment is desired. If applying for a kindergarten student, file the application form with both districts on or before September 1 of the school year in which open enrollment is requested. In addition, certain "good cause" circumstances defined by state law are acceptable for a timeline waiver if the change occurred/began AFTER March 1.

Students that open enroll in grades 9 through 12 shall not be eligible to participate in varsity contests and competitions during the first 90 school days of transfer. The general rule is that the parent/guardian is responsible for transporting the student to and from the receiving district.

It is also possible for parents to transport the child to a point on an existing school bus route of the receiving district if:

1. the sending and receiving districts are contiguous, AND
2. the receiving district has an available bus route, AND
3. space is available on the bus, AND
4. the family meets eligibility requirements for transportation assistance (the household income of the parent/guardian is at or below the federal poverty guidelines for household size set by the USDA)

If 1. and 4. (above) are true, the sending district may opt to provide reimbursement to the parent/guardian in lieu of actual transportation.

## ***Excerpts from the Iowa State Open Enrollment Handbook***

If a parent/guardian qualifies for transportation assistance, application for that assistance should be filed with the resident district. Verification of income should be attached to the Open Enrollment Application. Parents should be reminded that the district must be notified if the family income changes by \$50 or more per month. Parents may apply for transportation assistance by indicating on the application and attaching verification of income. It is recommended that the parent complete a free and reduced lunch application if one has not been filed.

Q: Who is responsible for school transportation for an open enrolled student?

A: The general rule is that the parent/guardian is responsible for transporting the student to and from the receiving district. It is also possible for parents to transport the child to a point on an existing school bus route of the receiving district. The receiving district may not send its buses into the sending district to transport an open enrolled student unless the boards of both districts agree.

If an open enrolled student's family qualifies economically for transportation assistance, and if the sending and receiving districts are contiguous, it is the responsibility of the sending district to arrange for transportation assistance if the cost does not exceed the average per pupil cost.

The sending district may meet this obligation by a) providing reimbursement to the parent/guardian; b) by providing the transportation directly; c) by contracting with the receiving district or another third party to provide the transportation. The cost of the transportation is deducted from the open enrollment tuition.

Q: What are the economic eligibility requirements for transportation?

A: The student is eligible if the household income of the parent/guardian is at or below the federal poverty guidelines for household size. These guidelines are adjusted annually, and are provided to districts each year.