

## SECTION I

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## NEW STUDENT REGISTRATION

Welcome to the Dubuque Community School District! Start the enrollment process by completing the following steps:

1. Complete New Student Enrollment Form
2. Return completed form to your home school
  - Not sure of your home school? Find out online at [www.dbqschools.org/find-your-school](http://www.dbqschools.org/find-your-school).
  - Even if you wish to plan to apply for open enrollment, you must begin the process at your home school.
3. Submit required information to your home school when you return your completed form
  - Proof of Age (birth certificate preferred)
  - Proof of Residency (see list of accepted documents below; the name and address on the document must match the name and address of the parent or legal guardian of the student(s) being registered)
    - Please provide one of the following:*
    - » mortgage statement from last or current month
    - » current rental or lease agreement
    - » utility bill from last or current month
    - » current property record or most recent tax receipt
    - » bank statement from last or current month
    - » pay stub from last or current month

Within a few days of completing these steps, you will be sent login information for Infinite Campus, the district's student information system.

STEPS 1 and 2 MUST BE COMPLETED before beginning online registration.

If you are registering before the start of a new school year, you will receive a registration packet from the district in late summer with instructions on how to officially complete the district's online registration. If you are registering in the middle of a school year, your home school will provide you with the necessary registration paperwork.

For more information, visit [www.dbqschools.org/registration](http://www.dbqschools.org/registration).

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



### FORM 4: New Student Enrollment Form

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).

## 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 online registration process. Those families not completing online registration 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 4: New Student Enrollment Form

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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 In-District Open Enrollment, 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.