



# 6120 A Procedures

## *Regulation 6120 A*

Original Adoption: 09/15/2010

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Revision Dates:

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### **I. PURPOSE**

The purpose of this regulation is to establish the procedure for exercising educational choice requests.

### **II. GENERAL PROCEDURES AND REGULATIONS**

- A. Parents and guardians of school aged children make educational choice requests by:
1. following the procedures to submit a request form outlined in the appropriate grade level school guide published annually by the District for requesting a school for the next school year; or
  2. working with the appropriate District Student Placement office to select among available programs when requesting a school for the school year currently in progress or when special circumstances exist; or
  3. working with the English Language Learning program advisors at the appropriate District Student Placement office to request a school that serves a student's English language learning; or
  4. working with the Special Education Department and a student's Individual Educational Plan (IEP) team to determine student placement based on the student's special education needs; or
  5. working with the appropriate District Student Placement office to select a high school when the last school attended by the student
    - a. was outside the City of Minneapolis; or
    - b. was a non-public school; or
    - c. was a charter school; or
    - d. was a home school.
- B. The district may provide both a printed school request form and an on-line form option.
- C. The student placement office shall annually publish the deadline for postmarked and electronically submitted request forms.
- D. Parents or guardians must submit a request card for each child for whom they are requesting placement. Cards of siblings should be submitted together if submitted physically, or serially if submitted on-line.
- E. All students must complete Early Childhood Screening prior to starting Kindergarten or High-Five.



- F. Assignment to schools shall be made according to the placement protocols established by the Superintendent.
- G. Parents may choose assignment to a school that does not guarantee transportation to that family. Transportation rules are established by the Superintendent within state law requirements and district policy.

### **III. MAKING PRESCHOOL, ELEMENTARY AND MIDDLE SCHOOL CHOICES**

- A. School request forms are not required for students who:
  - 1. are enrolled in the school in which they wish to continue and the student resides in the attendance area for that school;
  - 2. are enrolled in a magnet school in which they wish to continue, regardless of the student's residence.
- B. School request forms are required for students who:
  - 1. wish to enroll in a preschool program, such as High Five;
  - 2. are enrolled in a preschool program, such as High Five, and are ready to enroll in kindergarten;
  - 3. are enrolling as a kindergarten student;
  - 4. are in grades K-7 who wish to request a different school assignment for the next school year;
  - 5. are enrolled in a non-magnet school outside the attendance area of the student's residence, and wish to continue enrollment at that school;
  - 6. wish to enroll in a non-magnet school outside the student's attendance area.
- C. Students who are enrolled in Grade 5 in a K-5 school in their attendance area do not need to submit a school request form for middle school, unless the parent or guardian wishes to request a change from the elementary-middle school pathway established for the student's school of current enrollment. If the student is enrolled in a K-5 school outside of their attendance area, the student must submit a school request form for middle school.
- D. Students who are enrolled in the highest grade at the lower campus of a dual campus school or of sister schools do not need to submit a school request form to continue on to the other campus or sister school.



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#### IV. MAKING SECONDARY SCHOOL CHOICES

- A. School request forms are required for students who:
1. are currently enrolled students entering ninth grade;
  2. are currently enrolled students who wish to request enrollment in another District high school for the following year;
- B. School request forms are not required for students who are continuing in their high school of current enrollment regardless of whether the student resides in the attendance zone of the high school.

***Legal References:***

Minn. Stat. § 120A.36 (School Attendance)

Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

***Cross References:***

MPS Policy 5120 (Age of Entrance)

MPS Policy 5260 (School Attendance Areas)

MPS Policy 5261 (Desegregation)

MPS Policy 5262 (Assignment of Students to Schools)

MPS Policy 5263 (Sibling Preference)

MPS Policy 5700 (Special Education)

MPS Policy 5741 (Special Education Placement Policy)

MPS Regulation 5290.B.II (Cost of Schooling-Children of District Employees)

MPS PreK-12 school choice guide(s) (annual publications)