**Open Enrollment Procedures**

A parent who wishes for their child to attend a middle school, other than the zoned middle school for the upcoming school year must complete the Open Enrollment Form found on the elementary school’s website. **The timeline to submit the Open Enrollment Form is May 1st to May 31st.**

**Open Enrollment Procedures for Current 5th Grade Students:**

1. The Parent will submit the Open Enrollment Form to the current elementary school Principal for signature.
2. The elementary school Principal will send the signed Open Enrollment Form to the appropriate personnel at their campus to update the next year building screen.
3. The Choice Slip is electronically transferred to the new building (campus).
4. Documents such as GT Forms, STEM application, etc., will need to be included in the student Permanent Record.
5. The elementary campus will forward the student record to the middle school of choice.
6. The student whose parents completed the Open Enrollment Form will automatically be enrolled at the school of choice.
7. If the parent reconsiders attending the school of choice, they will need to withdraw from the school of choice and enroll their child at the new school.

**Open Enrollment Procedures for Current Middle School Students:**

1. The Parent will submit the Open Enrollment Form to the current middle school principal for signature.
2. The middle school Principal will send the signed Open Enrollment Form to the appropriate personnel at their campus to update the next year building screen.
3. The Choice Slip is electronically transferred to the new building (campus).
4. Documents such as GT Forms, STEM application, etc., will need to be included in the student Permanent Record.
5. The middle school campus will forward the student record to the middle school of choice.
6. The student whose parents completed the Open Enrollment Form will automatically be enrolled at the school of choice.
7. If the parent reconsiders attending the school of choice, they will need to withdraw from the school of choice and enroll their child at the new school.

**NOTE: For 8th grade students who are interested in attending a school outside their zone area, that will require a TRANSFER and that requires approval from the PUPIL SERVICES Department.**