

Open Zoned Schools Request Process for 2022-23 School Year

- State law changed for the 2022-23 school year requiring a lottery if the number of open zone applications exceed the available spots.
- A parent will submit an application to attend an open zoned school and will receive a confirmation email with randomly assigned order number of the submitted application.
- The zoned and out of zone school principals will review the request.
- The application is then sent to the Planning and Zoning Department.
- The Planning and Zoning Department approves the request to enter the lottery, regardless of the number of applications received.
- The parent receives an email stating that the application has entered the lottery.
- The School Board voted to change the deadline to April 15, 2022, at the February 21 School Board meeting.

After the deadline to apply, if the number of applications exceeds the number of spots available at a particular school, the lottery option will take effect within 5 business days.

If a Lottery is Not Required

- A parent receives an email stating their child is now assigned a place in the requested open zoned school.
- A parent logs into the out of zone account to accept or reject the placement within 7 calendar days from the date of the email.
- When the placement is accepted by the parent, the Planning and Zoning Department changes the student's school path field in Skyward to the new school.
- After 24 hours, the parent may contact the new school for enrollment information.

If a Lottery is Required

- Out of zone software randomly assigns an order number to each application.
- A student list is determined by order number.
- A student wait list is created after the number of available places have been assigned.
- A parent receives an email stating that their child is now assigned a placement in the requested open zoned school.
- A parent logs into the out of zone account to accept or reject the placement within 7 calendar days from the date of the email.
- Parents with students on the wait list receive an email of their wait list number.
- When placement is accepted by the parent, the Planning and Zoning Department changes the student's school path field in Skyward to the new school.
- After 24 hours, the parent may contact the new school for enrollment information.
- Rejected or expired placements go to the next student on the waiting list.
- All placements will be made by August 4, 2022, at 5:00 pm CST and the wait list/lottery process will conclude for the 2022-23 school year.