

McLean County Unit District No. 5

Elementary Open Attendance Area Guidelines for Registration of NEW Students

1. Registration of **new students** will be completed at a date to be determined on the official school calendar in early May (for Kindergarten students only), and early August (for grades K – 5). Families, other than those meeting the definition of “homeless,” will be asked to verify their home address as a part of the registration process.
2. **Younger siblings** of students currently enrolled in a school, will be allowed to enroll in that same school as long as both students continue simultaneous enrollment.
3. **New students** will be assigned to available spaces for each grade in all schools from each school’s assigned non-open attendance areas first. Exception: students may be assigned to a school other than their “home” school, when a specific class / grade level is “capped” due to large enrollment. Students impacted by a “cap” will have priority returning to their “home” school the following year, if such a move is requested and possible.
4. **New students from open attendance areas** may complete the registration process at any of the schools indicated for their home address. During the registration process, parents of new students from open attendance areas will be provided a form to indicate their school preferences in priority order among all the schools indicated.
5. **Grade level / class enrollment** numbers will be determined at the conclusion of the scheduled registration date in August by the building principals. The Assistant Superintendent of Operations and Human Resources will work with the building principals involved to make the final assignments of students from open attendance areas using the procedure below.
 - a. Consideration must be given to current enrollments and anticipated additional enrollments from non-open attendance areas.
 - b. Preferences will be recognized, if spaces exceed preferences. If preferences exceed spaces, schools will be assigned by random selection among all families indicating the same preference. In general, all students from one family will be assigned to the same elementary school.
 - c. Consideration will be given to all grade levels involved. This process is expected to be completed within **3 business days** after the official registration date.

6. Once students are assigned to a specific school, they must remain at that school for that entire school year, unless their home residence changes or they are granted an attendance exception. Students may choose to remain at that elementary school until junior high school enrollment. There are no open attendance areas for junior high school assignments.
7. This same process will be in effect for subsequent years of elementary school registration for students in an open attendance area who request assignment to a different school in that open attendance area.
8. **No attendance exceptions** will be granted for open attendance area schools until all students from the open attendance areas have been enrolled in a school for the year. The Assistant Superintendent of Operations and Human Resources will make all attendance exception decisions. Request forms must be submitted to the Unit Office.