



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



Strategic Planning Division
Policy 2023-3

TO: Interdistrict Magnet School and Open Choice Program Operators

FROM: Keith M. Norton, Chief Strategic Planning Officer *KMN*
Office of Strategic Planning and Partnerships

DATE: February 15, 2023

SUBJECT: Enrollment Policies for Interdistrict Magnet Schools and Open Choice Programs- Part 2

This memorandum articulates important enrollment policies relevant to school choice programs. Please review these procedures to ensure consistent enrollment practices among operators in accordance with Connecticut State Department of Education (CSDE) policies.

New Students Enrolled in a New School District-Transfer of Records

Interdistrict Magnet Schools (IMS) and Open Choice Programs (OC) **must follow** Connecticut public school statutes regarding enrolling new students within the district. In accordance with § 10-220h of the Connecticut General Statutes (C.G.S.), when a student enrolls in a new school in a new school district, the new school district shall provide written notification of such enrollment to the previous school district **no later than two business days after the student enrolls**. This occurs at registration. The previous school district (1) shall transfer the student's education records to the new school no later than ten days after receipt of such notification, and (2) if the student's parent or guardian did not give written authorization for the transfer of such records, shall send notification of the transfer to the parent or guardian at the same time it transfers the records.

For registrations that occur during the placement process for the upcoming school year, the previous school district must send the student's education record (1) within ten days after receipt of notification from the new school district if such notification is sent during the summer break or at the start of the new school year; and (2) within ten days after the end of the current school year if such notification is sent during the current school year.

Student Withdrawals

In the case where a student withdraws from an IMS and OC during the academic school year, the IMS may re-enroll the student during the same academic school year without going through the placement process. If a student withdraws from an IMS and wishes to re-enroll into the IMS outside of the academic school year in which the student withdrew, then the student must reapply and go through the placement process at the IMS.

Prekindergarten (PreK) is not a required grade in Connecticut. A PreK student **CAN** be withdrawn in PSIS without the parent signing a withdrawal form. Districts should document the steps taken to get the parent/guardian to document withdrawal from the district and notify said parents that failure to do so by a specified date will result in withdrawal of the student by the district. **This guidance only applies to PreK students.**

Excused and Unexcused Absences- Extended Leave of Absence

If a parent or guardian requests an extended leave of absence for a student, and it extends for more than 10 days, a parent must submit documentation explaining the absence and indicate a date of return. The IMS or OC should follow its absentee policies to determine if the student absence is excused or unexcused. If the submitted documentation indicates that the student will be enrolled in another school during the leave of absence, then the student should be withdrawn from the IMS or OC.

If the documentation explaining the absence determines that the student will not be enrolled in another school during the leave of absence, then the IMS or OC should continue to report the student's absence. Cases in which the extended leave of absence extends for more than 10 days and the date of return is after the last day of school, the student must reapply in the lottery for the upcoming school year.

If any special circumstances arise around an extended leave of absence case, SDE and the IMS or OC will review each circumstance on a case by case basis.

[View the full Guidelines for Excused and Unexcused Absences.](#)

Dual Enrollment within an IMS

Students outplaced in a special education facility or program

Pursuant to Section 10-264I of C.G.S., the IMS is responsible for ensuring that special education services are provided to students attending a magnet school on a full-time basis as mandated by the student's IEP. These services may be provided directly by the magnet school or in cooperation with the sending district. If, through the IEP process, a student attending an IMS is outplaced into a special education facility or program, including a program in the sending district, the IMS may continue to enroll and report the student in PSIS until they withdraw or graduate from the IMS. The IMS remains responsible for ensuring the IEP is implemented.

Expelled students receiving alternative education services

Pursuant to C.G.S. §10-233d(d), when a student is expelled from an IMS, the magnet district must provide an "alternative educational opportunity" to (1) any student under 16 years old who has been expelled for any reason; and (2) any student between the 16-18 years old who has been expelled for the first time for any reason, wishes to continue their education, and complies with the conditions set by the board of education. Expelled IMS students that attend an alternative educational program should still be reported by the IMS in PSIS during the duration of the expulsion, even if the student receives academic programming through the sending district. The student may register in the sending district for purposes of the programming but the IMS may continue to report the student in PSIS.

An expelled student assigned to an alternative educational program should continue to receive transportation services through the IMS's services during the period of the expulsion.

[View the full Guidance Regarding Student Expulsions.](#)

Early college enrollment

High school students may receive early admission to attend a college or university during their senior year of high school. This opportunity allows high school students to attend classes at a college or university while still completing their senior year of high school. In these cases, students should still be reported in PSIS as enrolled at the IMS while attending classes at a college/university.

Operator/District Actions

IMS operators and OC districts must implement and communicate the contents of this policy in school and/or district administrative documents and publications (e.g., operations plans and enrollment policies) to facilitate compliance with the enrollment policies.

CSDE Contact

Please contact the Office of Strategic Planning at SDE.StrategicPlanning@ct.gov or [860-713-6532](tel:860-713-6532) with questions.

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