EUREKA COUNTY SCHOOL DISTRICT
OPEN ENROLLMENT FORMS PACKET

Forms implementing Board Policy 5170 and Board Regulation 5170, NRS 388.040 and NRS 388.041, LCB File No. R076-25, and NDE Guidance Memorandum 26-14.

Index of forms

Form	Title	Authority / purpose
1	Open Enrollment Application	NRS 388.040(4)(a)(4)–(5); must be published in the five most common non-English languages
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3	Approval and Seat Offer Notice	NRS 388.040(4)(a)(6); copies to both principals
4	Waitlist Notice	Regulation §§ 5–6
5	Denial Notice	NRS 388.040(5); Regulation § 4.3
6	Open Enrollment Appeal Form	NRS 388.040(6)
7	Superintendent Appeal Decision	NRS 388.040(6) — decision is final
8	Transportation Assistance Request and Needs Assessment	NRS 388.041; LCB File No. R076-25 §§ 2(3), 4(2)–(3)
9	Instructional Teaching Station Capacity Worksheet	NRS 388.040(4)(c), (4)(f); R076-25 § 7(3)
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12	Annual Open Enrollment Self-Audit Checklist	Regulation § 9.3; NDE Handbook Appendix C

Forms 1 through 8 are family-facing and must be made available in English and in the five most common languages other than English primarily spoken in households in Nevada, as determined by the Superintendent of Public Instruction. Forms 9 through 12 are internal District records.

EUREKA COUNTY SCHOOL DISTRICT
Open Enrollment — Form 1

Open Enrollment Application

Authority: NRS 388.040(2)(e), (4)(a) | Board Policy 5170 and Regulation 5170

Submit one application per pupil. An application is required only if you are asking for a school other than the school your child is zoned to attend. There is no tuition or fee for attending a District school through open enrollment.

Application window: opens _____ | Deadline: _____ | Decisions issued by: _____

Section A — Pupil

Pupil legal name		**Date of birth**	
Student ID (if known)		**Current grade**	
Grade applying for		**School year requested**	

Section B — Parent or legal guardian

Name		**Relationship to pupil**	
Phone		**Email**	
Preferred language		**Second contact (optional)**	

Home address	

Your address is used only to confirm which school your child is zoned to attend and to apply the enrollment priority required by NRS 388.040(4)(a)(7)(I). It is not used to rank or screen applicants.

Section C — Schools requested

Choice	School requested	Grade level requested
First choice		
Second choice (optional)		
Currently zoned school		

Section D — Eligibility question

Nevada law allows the District to consider only one item of disciplinary history. Please answer the single question below.

☐ Yes ☐ No — In the school year for which this application is submitted, or in the immediately preceding school year, was the pupil suspended for 10 or more days or expelled? (NRS 388.040(5)(f))

The District will not ask for or consider grades, test scores, gifted status, portfolios, auditions, tryouts, athletic or artistic ability, extracurricular participation, disability status, English learner status, or any other disciplinary history.

Section E — Transportation acknowledgment

The Board of Trustees has elected under NRS 386.790(4) not to provide transportation for pupils attending a school outside their zone through open enrollment. If this application is approved, the parent or legal guardian is responsible for transportation, unless transportation is required by an IEP, a Section 504 plan, the McKinney-Vento Act, or a foster-care school-of-origin determination.

☐ I understand the District does not provide transportation for open enrollment placements.

☐ Please send me information about the State transportation-assistance program (NRS 388.041). Requesting this information has no effect on this application.

Section F — Certification

I certify that the information provided is true and correct. I understand that submitting an application does not guarantee approval, that approval depends on published grade-level capacity, and that an approval obtained through materially false information may be rescinded.

Parent or legal guardian (print name)	**Signature**	**Date**

District use only

Application ID	Date/time received	Zone verified by	Timely / late
Priority category	Published capacity	Seats available	Decision

EUREKA COUNTY SCHOOL DISTRICT
Open Enrollment — Form 2

Application Receipt Confirmation

Authority: Regulation § 3.3 | Board Policy 5170 and Regulation 5170

Pupil name		**Application ID**	
Requested school		**Grade requested**	
Date received		**Timely / late**	

Dear [Parent or Legal Guardian]:

The Eureka County School District received your open enrollment application for the pupil named above on the date shown. Your application will be reviewed under the District's published policy and posted grade-level capacity.

You will receive a written decision — approval, waitlist placement, or denial — no later than _____.

If applications for the requested grade level exceed published capacity, seats are assigned first to pupils who live in the zone of a school that received one of the two lowest state performance ratings last year, then to any additional priority adopted by the Board, then by random lottery. A waitlist is created from the same draw.

The District does not provide transportation for open enrollment placements. See the enclosed transportation information.

Questions: _____ , _____ , phone _____ , email _____.

Issued by (print name and title)	Signature	Date

EUREKA COUNTY SCHOOL DISTRICT
Open Enrollment — Form 3

Approval and Seat Offer Notice

Authority: NRS 388.040(4)(a)(6), (4)(d)–(e) | Board Policy 5170 and Regulation 5170

Pupil name		**Application ID**	
School approved		**Grade**	
School year		**Date of notice**	

Dear [Parent or Legal Guardian]:

Your open enrollment application has been APPROVED. The pupil named above may attend the school shown for the school year indicated.

Accepting the seat

Please accept or decline this seat no later than _____ (10 business days from the date of this notice). If the District does not receive a response by that deadline, the offer may be rescinded and the seat offered to the next pupil on the waitlist.

☐ I accept the seat. ☐ I decline the seat.

What happens next

- Complete registration with the receiving school at _____ by _____.
- This is a permanent transfer. You do not need to reapply in any later school year. The pupil may remain at this school through the highest grade the school offers.
- The pupil is subject to the same conduct, attendance, promotion, and graduation rules that apply to all pupils enrolled at the school.

Transportation

The District does not provide transportation for open enrollment placements. The parent or legal guardian is responsible for transportation, unless transportation is required by an IEP, a Section 504 plan, the McKinney-Vento Act, or a foster-care school-of-origin determination. Information about the State transportation-assistance program under NRS 388.041 is enclosed; requesting assistance is handled separately from this placement decision and does not affect it.

Issued by (print name and title)	Signature	Date

Copies of this notice must be sent to the pupil and parent or legal guardian and to the principals of BOTH the sending and the receiving school, as required by NRS 388.040(4)(a)(6). Record the distribution below.

Copy sent to	Name	Date sent
Sending school principal		
Receiving school principal		
Pupil / parent or guardian		

EUREKA COUNTY SCHOOL DISTRICT
Open Enrollment — Form 4

Waitlist Notice

Authority: Regulation §§ 5–6 | Board Policy 5170 and Regulation 5170

Pupil name		**Application ID**	
School requested		**Grade requested**	
School year		**Initial waitlist position**	

Priority category		**Date waitlist established**	

Dear [Parent or Legal Guardian]:

The grade level you requested reached its published capacity for this application cycle. Your child has been placed on the waitlist in the position shown above.

If a seat becomes available, the District will make offers strictly in the published order — statutory priority pupils first, then any additional Board-adopted priority, then general applicants in lottery draw order. We will contact you using the information on your application, so please tell us promptly if your phone, email, or address changes.

This notice is not a denial. If you would like a written decision you can appeal, or if the District has taken no action by the published decision date, you may file Form 6 with the Superintendent.

Transportation information, if a seat is later offered, will be provided with the offer notice. The District does not provide transportation for open enrollment placements.

Issued by (print name and title)	Signature	Date

EUREKA COUNTY SCHOOL DISTRICT
Open Enrollment — Form 5

Denial Notice

Authority: NRS 388.040(5)–(6); Regulation § 4.3 | Board Policy 5170 and Regulation 5170

Pupil name		**Application ID**	
School requested		**Grade requested**	
School year		**Date of notice**	

Dear [Parent or Legal Guardian]:

The District has DENIED the open enrollment application for the pupil named above. The specific reason is checked below.

Reason for denial — one basis must be checked

☐ No available capacity at the requested grade level after the statutory priority and any lottery were applied.

Published capacity for this grade level: _____ Seats available: _____ Applications received: _____

☐ The requested school does not offer the pupil's grade level.

☐ The request is not for attendance outside the pupil's assigned zone; no application is required.

☐ The requested school is a specialized school exempt under NRS 388.040(4)(a)(2). Basis: _____

☐ The pupil, in the school year for which this application was submitted or the immediately preceding school year, was suspended for 10 or more days or expelled. (NRS 388.040(5)(f))

Disciplinary action relied on: _____ School year: _____

☐ The application was submitted after the published deadline and no seat remains.

☐ The application contains materially false information.

Explanation	

Your right to appeal

You may appeal this denial to the Superintendent of Schools by filing Form 6 within 10 business days after the date of this notice. Submit the appeal to _____ , _____ , or by email to _____. The Superintendent will issue a written decision within 10 business days of receiving the appeal. Under NRS 388.040(6), the decision of the Superintendent is final.

The District does not provide transportation for open enrollment placements.

Issued by (print name and title)	Signature	Date

EUREKA COUNTY SCHOOL DISTRICT
Open Enrollment — Form 6

Open Enrollment Appeal Form

Authority: NRS 388.040(6) | Board Policy 5170 and Regulation 5170

Use this form to appeal a denial, or the District's failure to act on an application by the published decision date. File within 10 business days after the denial notice or the missed decision date.

Pupil name		**Application ID**	
School requested		**Grade requested**	
Parent / guardian		**Phone / email**	

Decision being appealed

☐ Denial dated: _____ ☐ No action taken by the published decision date of: _____

Why the decision should be reconsidered

Explanation	

Relief requested and attachments

☐ Approve the application ☐ Other: _____

Documents attached	

Parent or legal guardian (print name)	Signature	Date

District use — date received	Appeal decision due	Routed to Superintendent on	Initial decision issued by

EUREKA COUNTY SCHOOL DISTRICT
Open Enrollment — Form 7

Superintendent Appeal Decision

Authority: NRS 388.040(6) | Board Policy 5170 and Regulation 5170

Pupil name		**Application ID**	
School requested		**Grade requested**	
Appeal received		**Decision date**	

Dear [Parent or Legal Guardian]:

I have reviewed your appeal regarding the District's open enrollment decision for the pupil named above, together with the application, the initial decision, the appeal materials, and the District's published policy, regulation, and capacity postings.

Decision

☐ APPEAL GRANTED — the application is approved. Complete registration by _____. Transportation information is enclosed.

☐ APPEAL GRANTED IN PART — no seat currently remains at the grade level. The pupil is placed at the top of the waitlist for that grade level.

☐ APPEAL DENIED — the application remains denied.

Reason for decision	

Under NRS 388.040(6), this is the final decision of the District on this application.

Questions regarding implementation of this decision: _____ , _____ .

Superintendent of Schools	Signature	Date

EUREKA COUNTY SCHOOL DISTRICT
Open Enrollment — Form 8

Transportation Assistance Request and Needs Assessment

Authority: NRS 388.041; LCB File No. R076-25 §§ 2(3), 4(2)–(3) | Board Policy 5170 and Regulation 5170

This form is separate from the open enrollment placement decision and is reviewed only after a placement decision has been issued. Nothing on this form is shared with, or considered by, staff who review applications. Submitting this form does not guarantee that transportation assistance will be available.

Pupil name		**Grade**	
School placement		**Placement status**	
Parent / guardian		**Phone / email**	

Home address	

Part 1 — Type of assistance requested

Select one. (R076-25 § 2(3)(a))

☐ Opt in to transportation services offered by the District or another organization, if available.

☐ Reimbursement for the cost of transportation, if available.

☐ Public transit support ☐ Other: _____

Part 2 — Special transportation needs

Does the pupil have any special need with regard to transportation due to a disability or another reason? ☐ Yes ☐ No (R076-25 § 2(3)(b))

If yes, describe the accommodation needed	

Do not include a medical diagnosis. If the pupil has an IEP or Section 504 plan that requires transportation as a related service, the District provides that transportation as required by law regardless of this form.

Part 3 — Eligibility for State-funded assistance

State transportation-assistance funding under NRS 388.041 is limited to pupils who meet both criteria below. (R076-25 § 4(2))

☐ The pupil lives in the zone of attendance of a public school that received, in the immediately preceding school year, one of the two lowest ratings of performance under the statewide accountability system.

☐ The pupil has no other viable form of transportation available.

A pupil has no other viable form of transportation if the pupil has no reliable means to arrive at school on time for the beginning of the school day, or to depart from school at the conclusion of the school day. (R076-25 § 4(3))

Describe the transportation barrier	

Part 4 — Attestation

☐ I attest that the pupil has no other viable form of transportation available, as defined above. (R076-25 §§ 2(3)(c), 4(2)(b))

☐ I understand that if the pupil uses transportation funded by a State grant and later transfers to another school, I must notify the Nevada Department of Education. (NRS 388.041(2))

☐ The information provided on this form is true and correct.

Parent or legal guardian (print name)	Signature	Date

District use — date received	Reviewed by (transportation office)	Determination

EUREKA COUNTY SCHOOL DISTRICT
Open Enrollment — Form 9

Instructional Teaching Station Capacity Worksheet

Authority: NRS 388.040(4)(c), (4)(f), (9)(b); LCB File No. R076-25 § 7(3) | Board Policy 5170 and Regulation 5170

School		**School year**	
Prepared by		**Date prepared**	
Reviewed by		**Date reviewed**	

Part A — Building-level ceiling (NRS 388.040(4)(f): 1 person per 40 sq ft of instructional space)

Measurement	Figure	Source document
Total instructional square footage		
Less: gymnasium		
Less: theater		
Less: administrative offices		
Less: cafeteria		
Less: storage space		
Net instructional square footage		
Building ceiling = net sq ft ÷ 40		

NRS 388.040(9)(b) excludes gymnasiums, theaters, administrative offices, cafeterias, and storage space from "instructional space." Attach floor plans, occupancy reports, or facility records supporting each measurement.

Part B — Grade-level capacity by instructional teaching station (R076-25 § 7(3)(a))

Grade	Teaching stations	Seats per station	Station figure	Published capacity	Reduced? (Y/N)
K					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Grade	Teaching stations	Seats per station	Station figure	Published capacity	Reduced? (Y/N)
11					
12					
TOTAL					

Count each distinct physical location designated for a pupil or group of pupils to engage in learning tasks facilitated by a teacher or other employee rendering direct educational service as one instructional teaching station, regardless of whether staff are currently available to operate it. (R076-25 § 7(5))

Part C — Optional considerations applied (R076-25 § 7(3)(b))

Consideration	Applied? (Y/N)	Grade level(s) and documented effect on the figure
Subject matter of the course		
Grade level of the station		
Instructional model used		
Exigent circumstances		

Part D — Checks

☐ Aggregate grade-level figures do not exceed the Part A building ceiling.

☐ The same method was applied at every District school.

☐ No class-size ratio, staffing preference, budget target, or specialized-program limit was used as an input.

☐ Any grade level marked "Reduced" in Part B has a completed Form 10 submitted to NDE for approval.

☐ Capacity published on the District website not later than 90 days before applications open. Date posted: _____

Prepared by (print name and title)	Signature	Date

EUREKA COUNTY SCHOOL DISTRICT
Open Enrollment — Form 10

Reduced Capacity Explanation — Request for NDE Approval

Authority: LCB File No. R076-25 § 7(4); NRS 388.040(4)(c) | Board Policy 5170 and Regulation 5170

Required whenever the capacity determined for a grade level is less than the total number of instructional teaching stations and seats available for that grade level. The reduced figure may NOT be published or used as capacity until the Nevada Department of Education approves this explanation.

District		**School**	
School year		**Grade level**	
Prepared by		**Date**	

Unreduced teaching station figure	Proposed reduced capacity	Difference

Basis for the reduction — check all that apply

☐ Facilities issue affecting usable instructional space

☐ Subject matter of the course for which the instructional teaching station is established

☐ Grade level for which the instructional teaching station is established

☐ Instructional model used at the instructional teaching station

☐ Exigent circumstances

☐ Capacity reserved for projected resident enrollment, returning pupils, school-of-origin placements, legally required placements, or anticipated midyear enrollment

☐ Other: _____

Written explanation

Explanation	

Supporting documentation attached

☐ Capacity worksheet (Form 9) ☐ Floor plans ☐ Occupancy report ☐ Enrollment history ☐ Other: _____

Mid-cycle reduction only

If this reduction occurs during an open application window, all of the following are required:

☐ Written findings that the change in circumstances was significant and unforeseeable when capacity was published

☐ Board authorization dated: _____

☐ NDE approval received dated: _____

☐ Explanation published on the District website not later than 15 days before the earliest affected decision date. Date posted: _____

Superintendent or designee	Signature	Date

NDE use — approved / denied	Date and reviewer

EUREKA COUNTY SCHOOL DISTRICT
Open Enrollment — Form 11

Lottery and Waitlist Record Sheet

Authority: NRS 388.040(4)(a)(7); LCB File No. R076-25 § 7(2) | Board Policy 5170 and Regulation 5170

School		**Grade level**	
School year		**Date of draw**	
Location		**Start / end time**	

Published seat information

Published grade-level capacity	Seats available for open enrollment	Statutory priority applicants	Other priority applicants
General applicants	Total applicants	Late applicants	Waitlist seats to fill

Method and staff roles

Method used: ☐ Certified random number generator ☐ Numbered balls or tickets ☐ Other: _____

Drawer / operator	Recorder	Witness / observer

Categories are drawn in order: (1) statutory priority pupils; (2) additional Board-adopted lawful priority; (3) general applicants. A lottery is used within a category only where applications in that category exceed the capacity remaining after all higher categories are enrolled (R076-25 § 7(2)). Use application IDs only — do not read pupil names aloud.

Applicant record — application IDs only

Application ID	Category	Lottery number	Draw order	Seat offered	Waitlist position

Application ID	Category	Lottery number	Draw order	Seat offered	Waitlist position

Certification: the draw described above was conducted as recorded and the results are complete and accurate.

Lottery lead (print name and title)	Signature	Date

EUREKA COUNTY SCHOOL DISTRICT
Open Enrollment — Form 12

Annual Open Enrollment Self-Audit Checklist

Authority: Regulation § 9.3; NDE Open Enrollment Implementation Handbook, Appendix C | Board Policy 5170 and Regulation 5170

School year audited		**Completed by**	
Date completed		**Reported to Board on**	

Requirement	Compliant?	Evidence / corrective action
Board policy and procedures governing out-of-zone attendance are adopted and current.		
District open enrollment system application submitted to NDE and approved; approval covers the policies now in effect.		
A new application was submitted to NDE before implementing any change to the policies or procedures.		
Uniform capacity methodology adopted, publicly documented, applied consistently, and published.		
Methodology rests on 1 person per 40 sq ft of instructional space, with statutory exclusions applied.		
Grade-level capacity determined on the instructional teaching station basis.		
Any reduced grade-level capacity was submitted to NDE and approved before publication.		
Grade-level capacity published at least 90 days before applications opened. Date: _____		
Vacancies published on or before the first day of each calendar quarter (Jan 1 / Apr 1 / Jul 1 / Oct 1).		
Any mid-cycle capacity reduction published at least 15 days before the earliest affected decision.		
All non-specialized schools open to transfer subject to capacity; exemptions identified with legal basis.		
No tuition or fee assessed to any open enrollment pupil.		
Applications required only for out-of-zone requests.		
Application published in English and the five most common non-English languages; copies retained.		
Application requested no prohibited factor and only the single permitted discipline question.		
Statutory one- and two-star zone priority applied before any other priority or lottery.		

Requirement	Compliant?	Evidence / corrective action
Lottery conducted with separated roles, application IDs only, and a complete record.		
Waitlist moved strictly in published order; every offer and expiration documented.		
Every denial cites a lawful basis and states appeal rights and deadline.		
Approvals notified pupil, parent or guardian, and BOTH principals.		
Approved pupils were not required to reapply.		
Appeals decided by the Superintendent within the published timeline; decisions state finality.		
Transportation position stated in every approval, waitlist, and denial notice.		
Transportation assistance handled separately from and after placement review.		
Annual report submitted to the Superintendent of Public Instruction with denial reasons.		
Implementation owners designated in writing and reviewed.		
Records retained: capacity, postings, applications, notices, selection, appeals, NDE correspondence.		

Findings and corrective actions	

Completed by (print name and title)	Signature	Date