

Out of District Enrollment Policy

It is the policy of the Saugus Public Schools that children are to be enrolled at and attend their “neighborhood” school. The Neighborhood school and the areas they include are to be determined by the school district.

A parent may be allowed to enroll/have their child attend a school other than the one he/she is assigned, (this shall be referred to as out of district) subject to the following guidelines:

1. A written request must be made to the site based administrator and the Superintendent prior to the commencement of the school year.
2. The site based administrator shall decide if there is space available and consider what is in the best interest of his/her school and notify the Superintendent of same.
3. If approval is granted the parent is responsible to provide the transportation.
4. If approval is granted the child will not be allowed to return to his/her district school until the following year. That is, it is an obligation for one year on the part of the child and the school.
5. This allowance is made on a yearly basis. If enrollment numbers change and it is determined that the space is not available, the following year, the child will have to return to his/her district school.
6. This allowance is also made on a student by student basis. If a child is granted permission this does not guarantee his/her siblings will be allowed to attend the out of district school also.

Space will be determined by the following guidelines:

1. If there are 20 or more in district students enrolled in a class no out of district approval will be allowed.
2. If there are less than 20 in district students enrolled in a class, out of district approval MAY be granted, by the site based administrator based upon what is in the best interest of his/her school

Approved by the School Committee:
6/11/1998