

Open Enrollment Business Rules Summary For Discussion Purposes Only

To provide a more streamlined method of making adjustments to open enrollment student funding between school districts, the Department has elected to dispense with requiring districts to submit SF-OE forms to School Finance Area Offices. For the final open enrollment adjustments made for school year 2009-2010 and forward, the Department will use EMIS period N (year end) data to make the necessary adjustments between school districts.

Because of this change, the following basic concepts will be in place to facilitate the payment adjustments:

- No student shall count as more than one FTE¹.
- An FTE shall be apportioned to multiple reporting entities on a first-served, first counted basis.
- Only students in grades K-12, eligible to attend school, and up to age 22 will be considered as eligible.
- A full school year consists of the total number of days the school building the student is attending is in session.
- If a student is enrolled for a portion of a full school year, the student's FTE is calculated by dividing the number of days the student is in attendance plus the number of days absent (excused and unexcused) by the number of days the building is in session. Open enrollment students **will not** be funded under the following scenarios:
 - If the educating district reported the student in attendance as a resident student at a district school during any part of the October count week which resulted in the student being counted in the educating district for funding purposes;
 - If the enrollment dates reported for the resident and educating districts overlap (concurrent enrollment);
 - If the resident district reports the student as receiving an autism scholarship;
 - If the resident district count includes the student as an add-in from a community school, STEM school, or EdChoice school during the open enrollment period. In this instance, the open enrollment FTE will be adjusted to ensure the FTE for the student does not exceed 1.0;
 - If more than one school district claims to educate the student.
- Open enrollment students **will** be included in the funded ADM and the open enrollment adjustment deducted from the resident district and credited to the educating district under the following scenarios:
 - If the resident district did not report the student in EMIS;
 - If the resident district reported the student as open enrolled to the educating district;
 - If the resident district reported the student as open enrolled to another educating district, provided the other district is not claiming to be educating the student.

¹ Full Time Equivalent

- For joint vocational students, if a student is open enrolled into a district and from there educated by a joint vocational school district (JVSD) which is non-jointure for the resident district, (1) the JVSD must point to the educating district as the sending district; and (2) the educating district must point to the resident district as the sending district. If the JVSD does not point to the correct sending district, the JVSD is not funded for the open enrollment.

Since this will be the first time EMIS year end data will be used for this adjustment, there are some important EMIS considerations for districts:

- Staff members in superintendents' and treasurers' offices as well as EMIS coordinators should work together to ensure students are coded correctly in the system. This collaboration can help promote accuracy in all data submitted through EMIS to ODE. A new EMIS report will be generated to identify open enrollment students.
- Review EMIS data and reports frequently and carefully. Failure to do so may result in reduced payments to districts. Once EMIS closes July 16, ODE cannot reopen the system.
- Establish good controls for ensuring that data is complete, accurate and submitted on time. Districts that have these practices in place are districts that have no problems in payments throughout the year.
- Work with fellow districts to resolve any issues and engage area coordinators when necessary to assist in the process.
- ODE will not be accepting the paper SF-OE forms to make the Open Enrollment adjustments.

District assistance is appreciated as the agency streamlines the data collection and payment processes. Questions about open enrollment adjustments may be directed to your assigned area coordinator.