

**Manzanita Elementary School District
Interdistrict Waiting List Application**

Student Name _____

Class of _____
Year set to graduate from 8th grade

Date of Meeting with Administration _____

Birthdate _____

Reason requesting to attend Manzanita _____

Parent(s) Name (s) _____

Home Phone # _____ Father cell # _____ Mother cell # _____

Address _____ City _____

Email address _____

	Excellent	Fair	Poor
Student Attendance	_____	_____	_____
Student Behavior	_____	_____	_____
Student Academics (All assignments completed to the best of their ability and turned in on time.)	_____	_____	_____

If any area is not excellent, please explain why: _____

Is the student special needs? _____ Speech _____ Spec. Ed. _____ Other

Please attach a copy current STAR scores and report card.

Manzanita Elementary School District Interdistrict Priority Process

*All grade level interdistrict waiting lists are prioritized based on the process listed below, “**Prioritizing Grade Level Interdistrict Requests – Process.**” These lists are reprioritized throughout the year as students fill available seats and new students are placed on the list based on the process under, “**Reprioritizing of Interdistrict Requests and Filling Available Seats.**”*

Prioritizing Grade Level Interdistrict Requests - Process

- First Priority Students whose parents work at the Manzanita School**
Parents work on a consistent basis at Manzanita School, even if part time.
- Second Priority Siblings of students attending Manzanita School**
These students are placed on the priority list based upon their sibling’s date of enrollment with the earliest date of enrollment receiving highest priority.
- Third Priority New requests - based on a first-come, first-serve basis**
Based on the date on meeting with the Administration for initial interview and placed on the waiting list.

Reprioritizing of Interdistrict Requests and Filling Available Seats

- A. All grade level interdistrict priority lists are reprioritized throughout the year as students fill available seats and new students are placed on the list. If a program or grade level is impacted, Manzanita will be unable to accept students on interdistrict agreements.
- B. When the administration admits students into available seats they will start with Kindergarten and moved down the Kindergarten priority list and then over to the next grade level. If seats are available, students will be contacted based on their location on the priority list. Administration will review attendance, behavior and grades to ensure the student has no student misconduct, excessive tardies, absences or truancies or for unsatisfactory grades. If the student contacted is accepted into MESD the seat will be filled. If they have a sibling on a waiting list in another grade, that sibling will then move to the top of their grade level priority list.
- C. When all seats in Kindergarten are filled, the priority list for grades 1-8 will then be reprioritized. This will allow for siblings of newly admitted Kindergarten students to move up on their grade level priority list. The administration will then repeat the process listed in ‘B’ for First Grade and continue to move up each grade accordingly.
- D. If a parent chooses not to enroll their child into an available seat when contacted, the next student(s) on the priority list will be contacted to fill the available seat(s). However, the parent of the child who chooses not to enroll his/her child will remain where they were on the priority list and will not move to the bottom of the priority list.
- E. If the administration is unable to contact a parent of an available seat for their child, the student will be removed from the priority list. The administration will try to contact parents of available seats through information given to the school such as phone numbers, emails, and addresses.

- F. The Governing Board will take action to accept or deny Interdistrict Attendance Requests before they are considered finalized. The Superintendent is authorized to revoke any interdistrict agreement for reasons of student misconduct, excessive tardies, absences or trancies or for unsatisfactory grades.