

Concapping Process and Procedures

Due to the elimination of most home-to-school transportation in our district, parents will be responsible for providing transportation for their student(s) to their new school of enrollment. If a bus route already exists, and there is space on that bus, the student(s) may have access to that transportation. In February, the Board of Education eliminated all home-to-school bus transportation district-wide with the exception of federally mandated transportation for Special Education students and Program Improvement Choice students.

The process for concapping a student is as follows:

- Parent registers and receives enrollment packet at the Enrollment Center.
- Student attends class as an overenrolled student at the home school while:
 1. The home school notifies parent to inform them that the grade/class is over enrolled.
 2. The home school sends completed *Concapped Student Temporary Admittance Form* (TRA-FO24) to Susan Paavola indicating the site has a student that needs to be concapped.
- The Enrollment Center begins to identify a possible placement.
- Once space availability has been confirmed at receiving site, Ms. Paavola will email both receiving and home school to confirm date of placement.
- A *Letter of Understanding* is generated at the Enrollment Center:
 - The letter is scanned to the Office Manager of the home school. One copy is delivered to the parent and one placed in cum file.
 - A letter is mailed from the Enrollment Center.

Problem Solving - possible solutions for over enrollment:

- The Enrollment Center will offer parent the closest school with room available, with the understanding that the parent must provide transportation.

If transportation is a problem for the parent:

- The Enrollment Center will offer the closest PI school, with the understanding that they can utilize the PI choice busing options. (time sensitive - Once PI busing routes have been established, this option will not be available.)
- The Enrollment Center will check with Ron Hill in Transportation to see if any existing routes can be modified to include the new student.
- Last resort: Area Assistant Superintendents will work with principal of home school to determine if a student's grade level change can be accommodated.

Office Managers: for questions, please call Susan Paavola 643-9151.

Parents with questions should be directed to Ombudsperson for your school site:

- Janet Pattullo – 643-9290
- Pat LaMarr – 643-9260
- Cindy Kilby – 643-9291