

# OPEN ENROLLMENT 2016-2017

## OPEN ENROLLMENT LOTTERY APPLICATION

SEPTEMBER 28, 2015 - OCTOBER 9, 2015

SUBMIT APPLICATIONS ONLINE AT  
[www.richmond.k12.va.us/oe](http://www.richmond.k12.va.us/oe)

INNER-OFFICE MAIL, EMAIL, OR FAXED APPLICATIONS  
WILL NOT BE ACCEPTED



# SILBING REQUEST TO ATTEND FORM

2016-2017

## SUBMISSION DATES

OCTOBER 12, 2015 – OCTOBER 23, 2015

SUBMIT APPLICATIONS ONLINE AT

[www.richmond.k12.va.us/siblings](http://www.richmond.k12.va.us/siblings)

INNER-OFFICE MAIL, EMAIL, OR FAXED  
APPLICATIONS WILL NOT BE ACCEPTED



# Open Enrollment Frequently Asked Questions

Who can apply for Open Enrollment?

Any Richmond City resident can apply for Open Enrollment for grades K-12.

May a principal grant permission for Open Enrollment?

Open Enrollment is a process that considers the following factors:

- School and grade level capacity for out of zone students
- Lottery position

Will transportation be provided to students accepted to out-of-zone schools through Open Enrollment?

Richmond Public Schools does not provide transportation for students who are accepted to a school through the Open Enrollment process with the exception of Binford Middle School which utilizes a hub system.

Are there extensions to deadlines?

Significant inclement weather may require schools to close, which may impact deadlines. In the event that schools are closed, a decision to extend deadlines may be made by central administration. Any extensions will be noted on the school division website ([www.richmond.k12.va.us](http://www.richmond.k12.va.us)).

May I fax , email, or submit applications through inner-office mail?

All applications must be submitted online, by mail, or in person at the Office of Pupil Personnel Services. All mailed applications must be post marked by the due date.

May Open Enrollment placements be revoked?

In the event that a student's attendance and/or behavior negatively impacts the school learning environment, the principal has the authority to place the student on a written plan for a four-week period. If the student's attendance and / or behavior does not improve to a satisfactory level, as determined by the principal, he or she will return to their zoned school at the end of the semester.



Office of Pupil Personnel Services  
301 North Ninth Street, 13<sup>th</sup> Floor  
Richmond, VA 23219  
Tel: 804-780-7811