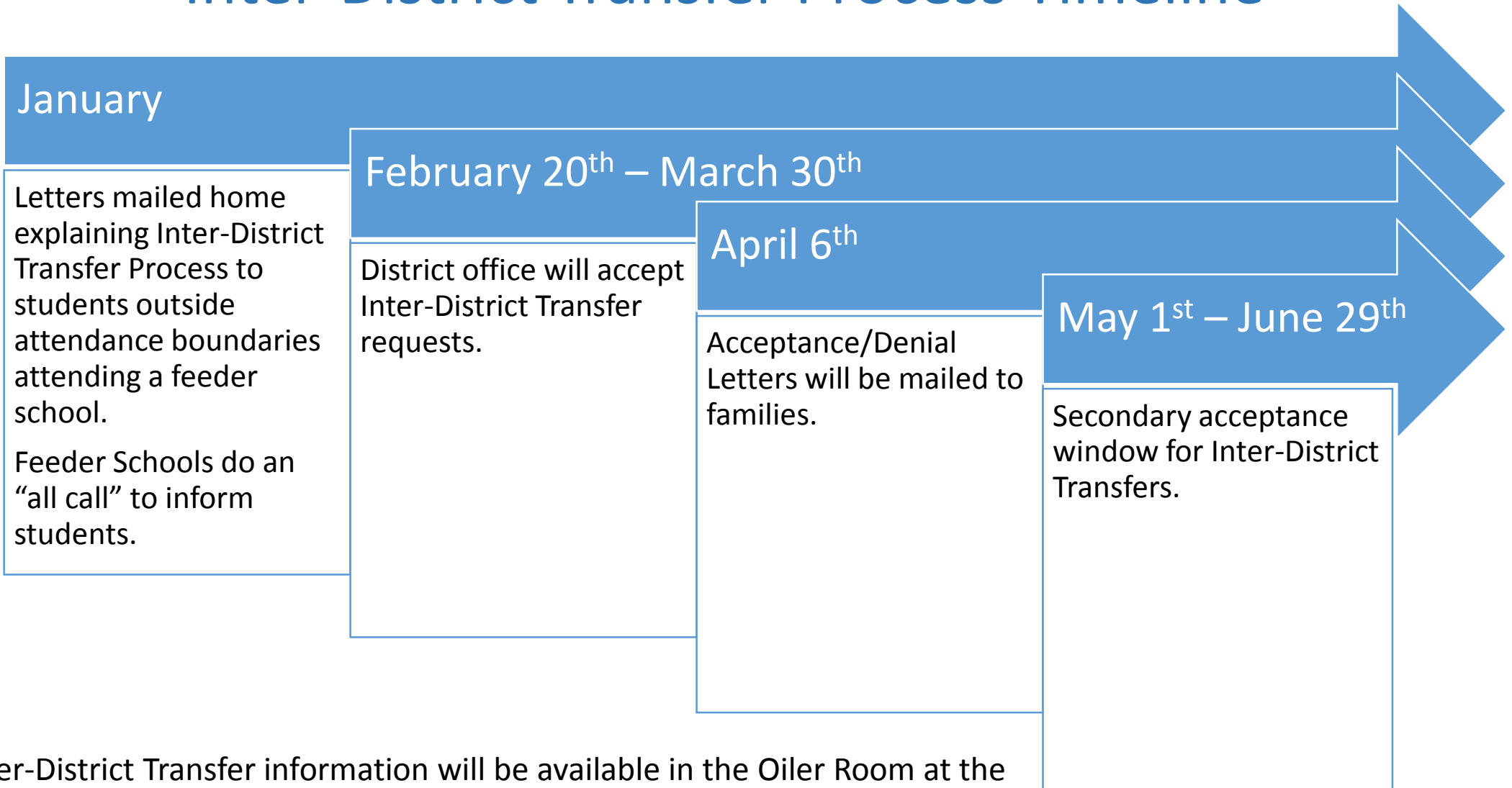


Inter-District Transfer Process Timeline



*Note: Inter-District Transfer information will be available in the Oiler Room at the District Office on **March 29th & 30th** for school site review. Contact Kristen @ #50, ext. 504402 or kduggins@hbuhdsd.edu to let her know you are coming.

Open Enrollment Process Timeline

September/October/November

Data is received from the feeder schools electronically and added to Aeries.
Open Enrollment (OE) Preparations are being done.

January

Letters mailed home explaining OE Process.

Letters also sent to Feeder Schools for generic distribution.

Feeder Schools do an “all call” to inform students open enrollment/transfer window is open.

January 15th – March 30th

Open Enrollment Window is open.

- Transfers are automatic
- No contract will be returned to schools
- Students who have not been pre-enrolled can go to SCHOOL OF CHOICE to pre-enroll for next year (Guidance Staff will code as OE)
- Special Education student transfer requests need to have approval from the Director of Special Education

April 30th – May 4th

Open Enrollment make-up window; online process.

*Note: April is a pause month for school sites to develop their master schedules.