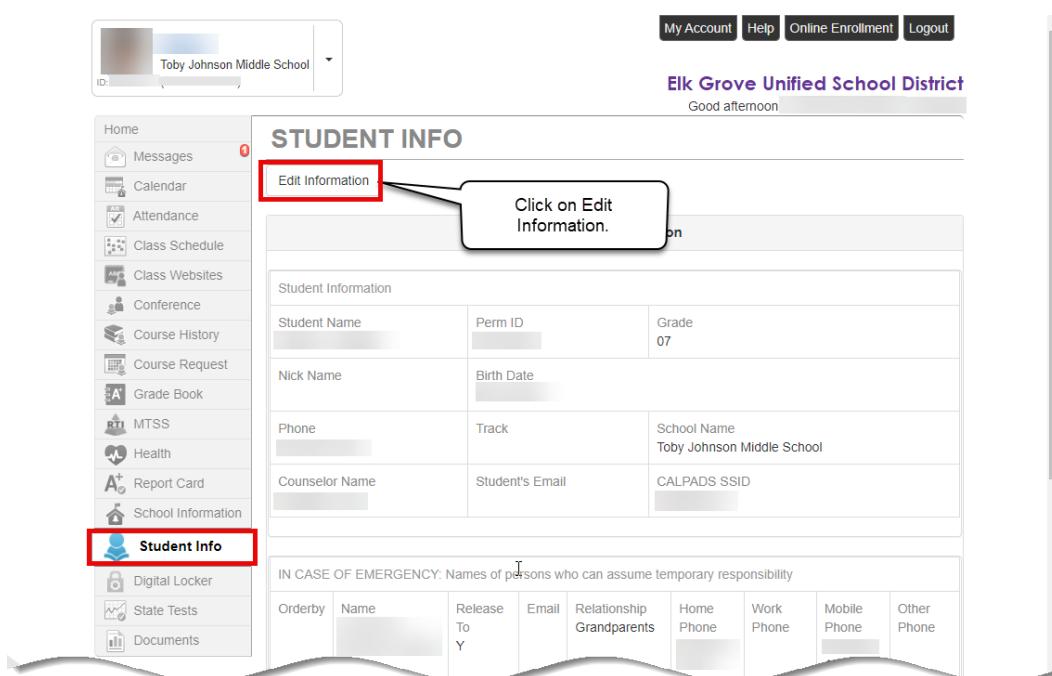
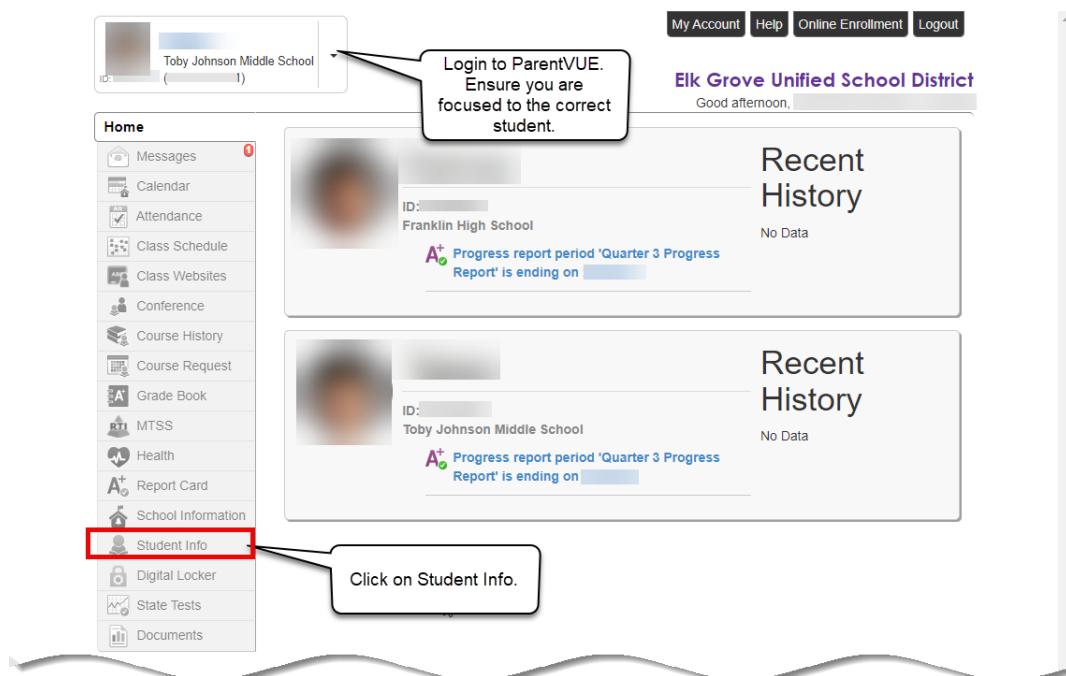


## Step 1: Parents Open Enrollment

### Open Enrollment

1. Login to ParentVUE. Make sure you select the child who you would like to register for the specific open enrollment school.
2. Click the Student Info Tab.
3. Click on the Edit Information button.
4. Scroll to the bottom of the Student Info page to the Open Enrollment section. Select the school you would like to request for school.
5. At the same box, choose a question that is best to fit your reason for applying for transfer to another school.
6. Be sure to click on the saving switch button before exiting ones. (This is important to lock in options.)



## Step 1: Parents Open Enrollment

Please note conditions for Open Enrollment.

Make selections and Save Changes.

Open Enrollment		
Description	Current Value	Changed Value
<ul style="list-style-type: none"><li>Open Enrollment is <b>not</b> first come, first served.</li><li>If your son/daughter is currently at a secondary school on Open Enrollment and intends to continue at his/her current school for the 2022-2023 school year, you <b>do NOT</b> need to reapply for Open Enrollment.</li><li>Students <b>must reapply</b> for Open Enrollment after grade 8. Approval to attend a particular middle school does not extend approval to attend the regional high school.</li><li>The transfer request is valid for the requested school only, <b>all four years of requested high school OR two years of requested middle school</b>.</li><li>The district does not provide transportation for students on an Open Enrollment transfer. Transportation must be provided by the parent/guardian.</li><li>The district reserves the right to limit the number of students transferring into or out of any individual school site. If such limits are imposed, a random selection process will be conducted on <b>Thursday, January 22, 2026</b> to select students for Open Enrollment transfer.</li><li>Termination of the transfer request may be made by parent/guardian <b>only at the end of each school year, by July 1</b>.</li></ul>		
Requested School	411 - Hamlet Eddy Middle School	
Survey Question	Course or program not offered at current school	

**Save Changes** **Cancel Changes**

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**This is only Step 1 of a two-step process for completion.**

\*Step 2 will be held during the week of February 2, 2026, for parents of students who are allowed into the school to complete the terms and conditions, which will confirm the transfer.