



AUDIT REPORT - OPEN ENROLLMENT DOCUMENTATION

Audit Report. The Auditor of State completed a review of school district compliance with requirements for the open enrollment process. This included notifications to parents regarding open enrollment and school-level documentation as required by Iowa Code section [281.17](#). For the purpose of this review, the Auditor selected school districts from across the State and examined the records. The auditors found lack of compliance in many of the observed school districts and made recommendations.

Findings and Recommendations. The Auditor made recommendations in the following categories:

- *Parent or guardian notification.* Parents or guardians are to receive information regarding open enrollment deadlines, transportation assistance, details of the appeals process, and possible loss of athletic eligibility. Ten districts were visited regarding this requirement – six provided incomplete information to parents and four did not document providing the information. The Auditor recommends that school districts notify parents of specific open enrollment information by the deadline (September 30 of each school year) and maintain documentation of the notification.
- *Approval or denial notification.* The Auditor recommends that school districts develop policies and procedures for the notification of approval or denial of open enrollment applications.
- *Application documentation.* The Auditor found a 4.3% noncompliance rate for maintaining long-term open enrollment documentation across the 94 student applications tested. The Auditor found a 19.0% noncompliance rate for open enrollment out applications across the 42 applications tested. The Auditor recommends school districts maintain applications as required by the Department.
- *Open enrollment applications.* Of the 90 open enrollment applications found and tested, the deadline for application or good cause exemption was not met in 17 cases. The Auditor recommends that school districts follow and enforce rules regarding open enrollment applications.
- *Open enrollment application documentation.* The Auditor found applications for open enrollment missing pertinent information, including date of application, approval or denial documentation, and physical address of the applicant. The Auditor recommends that all school districts adopt policies and procedures to ensure that all relevant information is included with each open enrollment application.
- *Monitoring.* The Auditor recommends that the Department work with the Legislature to create monitoring mechanisms for the Department and consequences for noncompliance of school districts.

More Information. The full audit report can be found [here](#).

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