

Controlled Open Enrollment Instructions for Parents 2021-2022

The M-DCPS Controlled Open Enrollment (COE) transfer window for the 2021-2022 school year, will be open
Friday, February 12 – Friday, March 12, 2021.

Parents will:

- Access and complete the Controlled Open Enrollment Transfers form [FM-7646](#).
- Select an available COE student transfer school from the CONTROLLED OPEN ENROLLMENT AVAILABLE M-DCPS SCHOOLS LIST:

[2021-2022 CONTROLLED OPEN ENROLLMENT AVAILABLE SCHOOLS](#)

- Submit the completed form [FM-7646](#) to the appropriate Region Office by the COE transfer deadline, **Friday, March 12, 2021**. Parents may submit FM-7646 in-person to the appropriate Region Office, if email submission is not possible.
- Parents interested in a COE transfer must complete and submit the Controlled Open Enrollment form [FM-7646](#) to the appropriate Region Office based on the location of the requested school, as follows:

Requested School Location	Email Completed COE Forms to:
Central Region	CROControlledOpenEnrollment@dadeschools.net
North Region	NROControlledOpenEnrollment@dadeschools.net
South Region	SROControlledOpenEnrollment@dadeschools.net

- COE transfers may be approved if the receiving school's permanent capacity is at or below 90% of the Florida Inventory of School Houses (F.I.S.H.) and does not adversely affect the maximum class size restrictions under F.S. 1003.03 as well as other planning considerations such as anticipated enrollment growth and pending or planned boundary changes.
- For schools with more applicants than seats available, a random selection lottery will be held by the corresponding Region Office, as applicable, on **Monday, March 15, 2021**.
- Region Office staff will determine the status of Controlled Open Enrollment Transfer applications and will notify parents of the outcome, via the contact information provided by the parent on the application, no later than **Tuesday, March 16, 2021**.
- COE transfers may be revoked at any time due to poor attendance, tardiness, disruptive behavior which results in loss of instructional time, or if information provided to school by parent and student for purposes of a transfer is discovered fraudulent, false or erroneous. If the transfer is revoked, the student will be assigned to the school that serves the verifiable residence address.
- Parents must provide transportation to and from the new school to which the COE transfer was approved.
- COE transfer requests from out-of-county shall be submitted to the Federal and State Compliance Office, via email to Outofcountytransfers@dadeschools.net or by fax 305-883-7544.
- For questions, please email the respective Region Office as noted above.