

2020-2021 Controlled Open Enrollment (COE) Instructions for Parents/Guardians

The M-DCPS Controlled Open Enrollment (COE) transfer window for the 2020-2021 school year, will be open to parent(s)/guardian(s) from **Thursday, April 16 until Thursday, May 21, 2020.**

Interested Parents / Guardians will:

- Access and complete [FM-7646 \(Rev. 04-20\) – Controlled Open Enrollment Transfers 2020-2021 Form.](#)
- Select an available COE student transfer school from the CONTROLLED OPEN ENROLLMENT AVAILABLE M-DCPS SCHOOLS based on Region:
 - [CONTROLLED OPEN ENROLLMENT AVAILABLE SCHOOLS MDCPS-NORTH REGION](#)
 - [CONTROLLED OPEN ENROLLMENT AVAILABLE SCHOOLS MDCPS-CENTRAL REGION](#)
 - [CONTROLLED OPEN ENROLLMENT AVAILABLE SCHOOLS MDCPS-SOUTH REGION](#)
- Email the completed form [FM-7646](#) (Rev. 04-20) to the appropriate Region Center by the COE transfer deadline, **Thursday, May 21, 2020.**
- Parents/Guardians interested in a COE transfer must complete and submit the Controlled Open Enrollment form [FM-7646](#) (Rev. 04-20) to the appropriate Region Center 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 will be approved based on the receiving school’s permanent capacity being at or below 90% of the Florida Inventory of School Houses (F.I.S.H.).
- For schools with more applicants than seats available, a random selection lottery will be held by the corresponding Region Office, as applicable, on **Friday, May 22, 2020.**
- Region staff will determine Controlled Open Enrollment Transfer application statuses and will notify parents/guardians of the COE transfer request outcome via the contact information provided by the parent on the application, no later than **Tuesday, May 26, 2020.**
- 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.
- Parent/Guardians must provide transportation to and from the new school to which the COE transfer was approved.
- COE transfer requests from out-of-county will be processed by the Federal and State Compliance Office. Forms may be submitted via email to Outofcountytransfers@dadeschools.net.
- For questions please email the respective Region Center or Office as noted above.