

## OPEN ENROLLMENT

The District has an open-enrollment program as set forth in A.R.S. 15-816 et seq.

### Definitions

*Resident transfer pupil* means a resident pupil who is enrolled in or seeking enrollment in a school that is within the school district - but outside the attendance area - of the pupil's residence.

*Nonresident pupil* means a pupil who resides in this state and who is seeking enrollment in a school district other than the school district in which the pupil resides.

### Enrollment Options

District resident pupils may enroll in another school district or in another school within this District. Resident transfer pupils and nonresident pupils may enroll in schools within this District, subject to the procedures that follow. Note: The District shall follow the same procedures when considering an application from a student who resides in the attendance area of a school that is under a court order of desegregation or that is party to an agreement with the United States Department of Education Office for Civil Rights. If notice is received from the resident school that the admission would violate the court order or agreement before the District acts on the application (before April 1), the student shall not be admitted.

### Information and Application

The Superintendent shall prepare an information packet (both on-line and hard copy) concerning the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available beginning December 1.

The information packet shall include the enrollment application form and shall advise applicants that they must submit enrollment applications before March 1 of each year to be considered for enrollment during the following school year.

### Capacity

The Superintendent shall annually estimate how much excess capacity may exist to accept transfer pupils. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:

- District resident pupils in assigned school attendance areas, including those issued certificates of educational convenience and those required to be admitted by statute.

- The enrollment of eligible children of employees. (In order to encourage qualified employees - those who are employed at least twenty [20] hours per week - to join the staff, children of employees will be enrolled without payment of tuition.) Such staff members must be in continuing status (current notice of appointment, contract, or Board-approved LOA). If the parent's or legal guardian's employment terminates during the school year, the student may complete the current semester. To be readmitted, the student may apply for enrollment as a nonresident transfer student per the District's open enrollment procedures.
- Resident transfer pupils who were enrolled in the school the previous year.

The Governing Board shall make the final determination of excess capacity and may require resident transfer pupils and/or nonresident pupils to be subject to the enrollment priorities and procedures found below.

### **Enrollment Priorities**

If the Governing Board has determined that there is excess capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories from the pool of pupils:

- Who have properly completed and submitted applications; and
- Who meet admission standards.

Enrollment priorities and procedures for selection shall be in the order and in accordance with the following:

- Resident transfer pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.
- Nonresident pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.
- Resident transfer pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

- Nonresident pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

**Note:** The Superintendent may authorize the intra-District transfer of any *enrolled student* if extenuating circumstances exist involving the safety or well-being of the student that are sufficient to merit such individual treatment. Such special assignment must be recommended by the sending and receiving building principals.

### **Admission Standards**

A school shall not admit a pupil if notice is received from the resident school before April 1 that the admission of the pupil would violate the provisions of a court order of desegregation or agreement by a school with the United States Department of Education Office for Civil Rights

The following circumstances may result in denial of admission or permission to transfer, or revocation of previously granted admission or permission to transfer, of an open enrollment student:

- The student, or his or her parent or guardian, has engaged in misconduct by providing false or misleading information to the District or to any District employee, including information requested or required on any open enrollment or admission application;
- The student, in this District or as a result of attendance in any other public or private school, is currently under suspension or expulsion, has in the past been suspended or expelled, or has been involved in a series of disciplinary problems;
- The student, in this District or any other public or private school, withdrew from school to avoid possible suspension or expulsion;
- The student, in this District or any other public or private school, has a record of excessive absences or trancies;
- The student is not in compliance with any condition of disciplinary action imposed by this District or by any other public or private school, or with any condition imposed by a juvenile court pursuant to A.R.S. 8-301;
- The student has been adjudicated delinquent or convicted of a crime.

## **Eligibility Guidelines**

Students who apply for open enrollment status in the District must:

- Submit a completed open enrollment application before March 1 of the school year preceding the year in which open enrollment status is sought;
- Understand that enrollment is subject to the class size capacity limit established for the school and/or its grade levels, including the school's capacity to serve more students in any program;
- Agree to provide their own transportation;
- Agree to abide by the District's student conduct policies and the individual school's rules;
- Agree to regular and punctual attendance; and
- Agree that excessive tardiness or absence and/or violations of the District's student conduct policies and the individual school's rules will be cause for revocation of their open enrollment status.

## **Notification**

The District shall notify the emancipated pupil, parent, or legal guardian in writing by April 1 whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. If the applicant is placed on a waiting list, the notification shall inform the emancipated pupil, parent, or legal guardian of the date when it will be determined whether there is capacity for additional enrollment in a school. If the pupil's application is rejected, the reason for the rejection shall be stated in the notification.

## **Exception**

Should there be excess capacity remaining for which no applications were submitted by the date established, the Superintendent may authorize additional enrollment of nonresident pupils:

- Up to the determined capacity.
- On the basis of the order of the completed applications submitted after the notification date established in this policy.
- Without regard to enrollment preference.
- As long as admission standards are met.
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*Adopted:* November 25, 2008

LEGAL REF.: A.R.S. 15-816 et seq.

CROSS REF.: JF - Student Admissions

JFAA - Admission of Resident Students

JFAB - Admission of Nonresident Students

JG - Assignment of Students to Classes and Grade Levels