The District has an open-enrollment program as set forth in A.R.S. 15-816 et seq. The open enrollment program described in this policy shall be placed on the District website and made available to the public on request.

No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. 15-764, 15-797, 15-823, 15-824, and 15-825.

Definitions:

- **Resident student** means a student who lives within the District boundaries and attends the school in the designated attendance area, or a student who is homeless, and who attended a school in the District at the time of becoming homeless. Residence is defined as a person's true, fixed and permanent home and place of habitation. It is the place where he intends to remain and to which he expects to return when he leaves without intending to establish a new residence elsewhere.

- **Resident transfer student** means a resident student

School District policies shall include the information required by A.R.S. 15-816.01(I) that is needed to request enrollment and that is consistent with guidance and state and federal law regarding student privacy and civil rights, and information regarding the provision of transportation or resources for transportation.

The policies must be easily accessible from the home page on each school's website and be available in English and in Spanish or in any other language used by a majority of the populations served by the school or School District.

A school district shall update on each school's website the school's capacity and whether the school is currently accepting open enrollment students, by grade level, at least once every twelve (12) weeks unless there are no changes to report for the individual school.

If a school has any other separate capacity by specialized program, the information required pursuant to this subsection shall also be posted by specialized program.

Schools shall accept students throughout the school year as capacity allows. Students who are denied access due to capacity shall be informed that they are on a wait list and of the details regarding the process prescribed in A.R.S. 15-816.01(E).

Students shall be selected as seats become available.
A school district shall enroll at any time any resident student who applies for enrollment to the school district.

A school district shall give enrollment preference to and reserve capacity for all of the following:

A. Resident students.

B. Students returning to the school from the prior year.

C. Siblings of students already enrolled.

A school district may give enrollment preference to children who:

A. Are in foster care.

B. Meet the definition of unaccompanied youth prescribed in the McKinney-Vento Homeless Assistance Act (P.L. 100-77; 101 Stat. 482; 42 United States Code Section 11434a).

C. Attend a school that is closing.

If a school remains open as part of a boundary change and capacity is available, students assigned to a new attendance area may stay enrolled in their current school.

A school district may give enrollment preference to and reserve capacity for all of the following:

A. Students who are children of persons who are employed by or at a school in the School District.

B. Resident transfer students and their siblings.

C. Students who meet additional criteria established and published by the School District Governing Board.

If remaining capacity at a school, as determined by the School District Governing Board, is insufficient to enroll all students who submit a timely request, the school or School District shall select students through an equitable selection process such as a lottery (but not limited to a lottery), except that preference shall be given to the siblings of a student selected through an equitable selection process such as a lottery.

Except as provided in A.R.S. 15-816.01, a school that is operated by a school district may not limit admission based on any of the following:
A. Ethnicity or race.

B. National origin.

C. Sex.

D. Income level.

E. Disability.

F. Proficiency in the English language.

G. Athletic ability.

Definitions

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

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

- School of Choice means a school within the District boundaries that does not have a designated attendance area and enrolls all eligible students who submit a timely application, unless the number of applications exceeds the capacity of a school, grade level and/or program.

- Excess Capacity means the number of new open enrolled students the District can accommodate after accounting for the actual and expected enrollment of students who reside in the school's boundaries and/or attend the feeder schools.

Enrollment Options

District resident students may enroll in another school district or in another school within this District. Resident transfer students and nonresident students may enroll in schools within this District, subject to the procedures that follow.

Information and Application

The Superintendent or Superintendent's designee shall prepare an information packet 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 to everyone who requests it. [See JFB-R for application deadlines]

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

Capacity

The Superintendent or Superintendent’s designee shall by December 1 of each year, estimate how much excess capacity may exist to accept transfer students. The estimate of excess capacity shall be made for each school, and grade level and/or program. Alternatively, the Superintendent may estimate any necessary reduction in capacity for each school, grade level, and/or program. If a reduction is necessary, the procedure for reduction of open enrollment will follow the priority categories set forth below, in reverse order. shall take into consideration:

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

B. The enrollment of eligible children of persons who are employed by the District.

C. Resident transfer students who were enrolled in the school the previous year.

D. Nonresident students 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 students and/or nonresident students to be subject to the enrollment priorities and procedures found below. The excess capacity estimates shall be made available to the public in ______________ of each year.

Enrollment Priorities

If the Superintendent or Superintendent’s designee Governing Board has determined that there is excess capacity to enroll additional students, such students shall be selected on the basis of designated priority categories from the pool of students. Subject to school, grade level and/or program capacity, enrollment preference shall be given in the following order of priority, and on a first come, first served basis within each category.: students:
1. Children of District employees.

2. Siblings of in-District open-enrolled student at same application school (i.e., sibling of resident transfer student).

3. Students living in SUSD boundaries who are currently enrolled in an SUSD school (i.e., district resident student).

4. Students living in SUSD boundaries but not enrolled in an SUSD school (i.e., district resident student not enrolled).

5. Students living outside of SUSD boundaries, but already open-enrolled in an SUSD school (i.e., non-resident student currently open-enrolled).

6. Siblings of student living outside of SUSD boundaries, but already open-enrolled in an SUSD school (i.e., sibling of non-resident student already open-enrolled).

7. Student living outside of SUSD boundaries and not currently enrolled (i.e., non-resident student).

A. Who have properly completed and submitted applications; and

B. Who meet admission standards.

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

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

B. Enrollment preference shall be given to nonresident students who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such students. If capacity is not sufficient to enroll all of these students, they shall be selected through a random selection process adopted by regulation of the Superintendent.

C. Enrollment preference shall be given to resident transfer students who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these students, they shall be selected through the a random selection process outlined herein. If a reduction of open enrollment is necessary, the reduction process shall follow the reverse
order of the priority categories listed above. Every attempt will be made not to split a family—adopted by regulation of the Superintendent.

D. Enrollment preference shall be given to nonresident students who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these students, they shall be selected through a random selection process adopted by regulation of the Superintendent.

Enrollment preference may be given to children who are in foster care.

Enrollment Priorities for Schools of Choice

For schools of choice, if students who submit a timely application, the school of choice shall select students through an equitable selection process approved in advance by the Superintendent or his/her designee, such as a lottery.

Exclusion

Admission Standards

A school district may refuse to admit any student who has been expelled from another educational institution or who is in the process of being expelled from another educational institution. See Regulation JFB-R and Exhibit JFB-E for revocation guidelines.

Transportation of Students Admitted Through Open Enrollment

If the regular education bus has the capacity to accept open-enrolled students in addition to the students the District is transporting, then the bus may transport the open-enrolled students. Subject to the foregoing, open enrollment students are eligible for District transportation from a designated pick-up point on a bus route serving the attendance area.

Notification

The District shall notify the emancipated student, parent, or legal guardian in writing whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. The District shall also notify the resident school district of an applicant's acceptance or placement on a waiting list. If the applicant is placed on a waiting list, the notification shall inform the emancipated student, parent, or legal guardian of the date when it will be determined whether there is capacity for additional enrollment in a school. If the student's application is rejected, the reason for the rejection shall be stated in the notification.
As provided by A.R.S. 15-816.07, the District and its employees are immune from civil liability for decisions relative to the acceptance or rejection of the enrollment of a nonresident student when the decisions are based on good faith application of this policy and the applicable statutory requirements and standards.

Transportation of Students Admitted

Through Open Enrollment

A resident transfer student is eligible for District transportation on routes within the attendance boundaries of the school to which the student has been admitted for open enrollment transfer. It is the responsibility of the parents or guardians of the open-enrolled student resident transfer student to have the student at a designated pickup point within the receiving school's transportation area.

Nonresident open enrollment students are eligible for District transportation from a designated pickup point on a bus route serving the attendance area of the school to which the student has been admitted, or as may be otherwise determined by the District.

The District may provide transportation for open enrollment nonresident students who meet the economic eligibility requirements established under the national school lunch and child nutrition acts for free or reduced price lunches:

A. of not more than thirty (30) miles to and from:

1. the school of attendance, or
2. a pickup point on a regular District transportation route, or
3. for the total miles traveled each day to an adjacent district.

The District shall provide transportation for nonresident transfer students with disabilities whose individualized education program (IEP) specifies that transportation is necessary for fulfillment of the program:

A. of not more than twenty-thirty (2030) miles to and from:

1. the school of attendance, or
2. a pickup point on a regular District transportation route, or
3. for the total miles traveled each day to an adjacent district.

Exception
Should there be excess school, grade level and/or program capacity remaining for which no applications were submitted by the date established, the Superintendent shall authorize, upon approval by the Board, shall authorize additional enrollment of nonresident students:

● A. Up to the determined school, grade level and/or program capacity.

● B. On the basis of the order of the completed applications submitted after the notification date established in this policy.

● C. Without regard to enrollment preference.

● As long as the non-resident student has not been expelled and is not in the process of being expelled from another educational institution

D. As long as admission standards are met.

Adopted: November 5, 2019

Revised: ______________

LEGAL REF.:  
A.R.S.  
8-371-  
15-341  
15-764  
15-797  
15-816 et seq.  
15-823  
15-824  
15-825  
15-841  
15-922  

CROSS REF.:  
EEAA - Walkers and Riders  
IIB - Class Size  
JF - Student Admissions  
JFAA - Admission of Resident Students  
JFAB - Admission of Nonresident Students  
JFABD - Admission of Homeless Students  
JFABDA - Admission of Students in Foster Care  
JG - Assignment of Students to Classes and Grade Levels