

JFB

OPEN ENROLLMENT

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 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.
- *Non-resident 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 non-resident 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]

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 and shall report the estimate of excess capacity to the Board. The estimate of excess capacity shall be made for each school, 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.

Enrollment Priorities

If the Superintendent or Superintendent's designee 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:

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).

If capacity is not sufficient to enroll all of these students, they shall be selected through the 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

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

Enrollment Priorities For Schools of Choice

For schools of choice, if capacity is not sufficient to enroll all 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.

Expulsion

A school district may refuse to admit any pupil 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 of the school to which the student has been admitted. It is the responsibility of the parents or guardians of the open enrolled student to have the student at a designated pickup point within the receiving school's transportation area.

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

- Of not more than twenty (20) miles to and from;
 - the school of attendance, or
 - a pick up point on a regular District transportation route, or
 - 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 additional enrollment of nonresident students:

- Up to the determined school, grade level and/or program 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 the non-resident student has not been expelled and is not in the process of being expelled from another educational institution.

Adopted:

LEGAL REF.:

A.R.S.

[15-764](#)

[15-797](#)

[15-816](#) *et seq.*

[15-823](#)

[15-824](#)

[15-825](#)

[15-922](#)

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001,
as amended by the Every Student Succeeds Act (ESSA) of 2015

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

[JG](#) - Assignment of Students to Classes and Grade Levels