

JFB-R

OPEN ENROLLMENT

Eligibility

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

- Understand that enrollment is subject to the capacity limit established for the school, grade levels and/or programs.
- Agree to provide their own transportation. Limited transportation is available for students outside the District boundaries.
- Agree to abide by the District's Uniform Code of Student Conduct and the school's rules.
- Understand that attending a school outside of your attendance boundary may result in lengthy travel. Open enrolled students are expected to attend school during regular school hours despite the distance they travel.
- Agree to regular and punctual attendance as for all students and understand that the District will apply all appropriate statutes and policies regarding attendance.
- Secure athletic eligibility for transfer students. Athletic eligibility of transfer students is regulated by the Arizona Interscholastic Association.

Providing false information will result in the application being denied or revoked.

Application Deadlines

The information packet for open enrollment shall include the enrollment application form and advise applicants that they must submit the application on or before December 2 of each year to be considered in the first round for enrollment during the following school year. If December 2 falls on a weekend or holiday, the deadline becomes the next working day after December 2.

Applications submitted after the deadline will be considered after students whose applications were submitted by the deadline have been given an opportunity to enroll. Any applications received after the December 2 deadline will be placed on a waitlist and will be notified whether capacity for additional enrollment in a grade level, school and/or program exists.

Notification

The school shall notify the parent or legal guardian in writing by December 20 whether the applicant has been accepted, placed on a waiting list pending the

availability of capacity, or rejected.

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.

Enrollment After Acceptance

The parent or legal guardian must complete and submit the appropriate enrollment documents within ten (10) school days of notification so that the student(s) may be enrolled. The required enrollment documents are:

- A certified copy of the pupil's birth certificate, an affidavit explaining the inability to provide a copy of the birth certificate (A.R.S. §15-828)
- Current immunization records
- Proof of residency (see Arizona Department of Education Arizona Residency Documentation or Affidavit of Shared Residence forms)
- Parent/Guardian identification
- Withdraw form (if previously enrolled in an Arizona school)
- Guardianship/Custody documentation (if applicable)

Failure to complete and submit the necessary documents within ten (10) school days of notification will result in the revocation of the open enrollment acceptance.

Status of Open Enrolled Students

Once the District approves an open enrollment application, it is not necessary to reapply for open enrollment to the same school in subsequent years unless the student wishes to change schools, or there has been a break in the student's enrollment at the school. The District shall treat open enrolled students the same as resident students for purposes of continued admission to the school in which the student is open enrolled, and admission to the schools into which that school feeds.

SUSD Pre-K Students

Pre-K students who were enrolled in a Scottsdale Unified School District Pre-K program the previous school year shall be accepted for open enrollment automatically, at the school where they attended Pre-K, so long as they complete the open enrollment application process by the application deadlines.

Note: All siblings of students who were open enrolled in a school may enroll at the same school, provided that a sibling will still be enrolled there, or in the feeder pattern for that school, when the siblings arrive. Such siblings will be enrolled subject to school, grade level and/or program capacity.

Administrative transfers: Any change requested by a parent or legal guardian after the school year begins will be considered under the administrative transfer process. An administrative transfer is a transfer recommended by the sending and receiving principals when it is in the best interest of the students and approved by the Superintendent or Superintendent's designee. No administrative transfers can take place after March 1 without Superintendent's or his/her designee's approval.

Guidelines for Revocation of Open Enrollment

Open enrollment status may be reviewed by the Principal for continuation periodically based upon the following areas:

- A. Academic: for high school, a student must be on track to graduate with his or her cohort within four (4) years;
- B. Discipline: excessive disciplinary/behavioral infractions or student's failure to comply with the Code of Conduct, demonstrating a pattern of behavior that interferes with academic progress;
- C. Attendance: excessive absences or tardies that interfere with academic progress.

Recommendations for revocation will be reviewed by the Executive Director for Student Support Services, and will require documentation of periodic communication with the student/family, including but not limited to, as applicable: attendance contract(s), behavior contract(s), interventions, and meetings and other communications with the student/family. See Exhibit JFB-E, Guidelines for Revocation of Open Enrollment.