

SCHOOL BOUNDARIES, TRANSFER, AND OPEN ENROLLMENT

The Superintendent (or designee) shall draw attendance areas to afford all eligible students an opportunity to receive the benefits of proper instruction and to ensure maximum use of school buildings.

It is expected that students will attend schools in the attendance area in which their parents or guardians reside, unless the student has been approved for a transfer under the following guidelines.

Building Capacity and Staffing Capacity

The Superintendent (or designee) will establish a building capacity for each school based upon the number of students who can safely be accommodated by the permanent building and core facilities available for the school year. Building capacity should be determined for the upcoming school year prior to October 1, the beginning of the open enrollment period. If the projected enrollment for the upcoming year exceeds the building capacity, the school should be declared closed to open enrollment.

The staffing capacity is defined as the number of students who can be assigned to teachers or relevant special programs at a school. If the number of students projected for a given program or grade level will exceed the staffing capacity for that program or grade level, the program or grade level at that school should be declared closed to open enrollment. Principals, with the agreement of the appropriate assistant superintendent, will determine when to open and close specific programs and grade levels, and will ensure adequate notice to parents to guide open enrollment.

Open Enrollment

According to Arizona Revised Statutes §15-816.01, Arizona students may transfer to schools outside their attendance area without paying tuition under the guidelines established by the District.

Policy

Adopted: 8-19-63

Amended: 11-20-80, 5-6-82, 7-7-88, 12-20-90, 11-17-94

3-2-95, 11-2-95, 6-24-99, 6-27-02, 12-1-05, 3-6-08, 10-6-11 (Page 1 of 4)

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Students accepted into a District school under open enrollment or administrative transfer will be able to continue their enrollment at that school without reapplying until reaching the last grade level served by that school.

Open enrollment status or administrative transfers may be rescinded by principals for repeated violations of attendance or discipline policies in accordance with open enrollment procedures. In the case of students with an active IEP, the placement must be altered through procedures directed by the Special Education Department. If a change of placement would require entrance into a program that is at capacity, open enrollment may be rescinded.

Out of District Residents

- A. Parents of students who reside outside the boundaries of the District may apply for enrollment into any school in the District at any time providing that school, or the specific program or grade level, is not closed to open enrollment. Principals may accept students at the time most beneficial to the student's academic progress.
- B. Students who have been expelled, or are involved in an expulsion process, at the time of application will not be eligible for acceptance into a District school. Students on suspension from a school will not be admitted into a District school until the entire suspension has been served.
- C. If requested, transportation will be provided up to twenty (20) miles from the school site for students with disabilities and whose IEP specifically requires transportation.

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In-District Residents

- A. Parents of students who desire to transfer to another school within the District should complete the District Open Enrollment Request Form and file it with the District Office during the designated open enrollment period, October 1 (or first business day in October if October 1 falls on a Saturday or Sunday) to January 21 (or previous business day if January 21 falls on a Saturday or Sunday) each year. All applicants will be notified of acceptance or denial by February 1 of the following calendar year.
- B. Parents of sixth grade or eighth grade students who desire to have their students attend a middle school or high school different from that of their attendance area must apply for open enrollment during the designated open enrollment period. This also applies if the student is currently attending a school outside the original attendance area.
- C. If the school is not closed to open enrollment, any siblings of currently enrolled students, or the children of current employees of the District, may be admitted before the other applicants have been considered.
- D. If, at the conclusion of the open enrollment period (and after admitting siblings and the children of employees), the number of students applying for open enrollment into a particular school, program, or grade level will cause the school to exceed the building capacity or staffing capacity, a lottery must be held to admit only the number of students allowed under the capacity. Based upon the number drawn in the lottery, a waiting list may be established for the remaining students who were not accepted. Those students may be admitted by the school, in order, as space permits.

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E. If requested, transportation will be provided up to twenty (20) miles from the school site for students with disabilities and whose IEP specifically requires transportation. Transportation will not be provided for other out-of-area students accepted under the open enrollment provisions.

Admission Standards

By signing the District's open enrollment application form, the student and parent/guardian agree to comply with all policies and regulations of the District and all school rules, including standards for conduct and attendance.

If a student resides with a family member who is seeking legal guardianship or custody through an uncontested guardianship or custody proceeding that has been commenced in state superior court, the student's residency may be deemed to be the residency of the family member. The family member must provide proof of the proceeding within 30 days of enrollment and documentation of guardianship or custody once obtained.

The District will only accept a notarized letter, non-court issued temporary custody form, or power of attorney document as a temporary document to attest that legal custody or guardianship of a minor student has been transferred to them through the courts. Such a temporary document will be accepted for a period of 30 days, during which time a copy of the official court order must be provided to the school.

References

Arizona Revised Statutes (ARS) 15-816.01 and 15-821.D.2

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