

## OPEN ENROLLMENT

In accordance with Arizona Revised Statutes §15-816.01, all school districts must have an Open Enrollment Policy in place to afford students the ability to transfer to a school outside of their attendance boundaries without paying tuition. The Governing Board of a school district determines the guidelines for such policy.

### Out-of-District Requests

Applications are accepted between September 1 and January 21 each year for the following school year under the following timeline.

- Early bird deadline is December 1 (or first school day in December if December 1 falls on a Saturday or Sunday.) These applications will be processed and parents/guardians will be notified by mid-December of approval/denial status.
- Applications received after December 1 but no later than January 21 (or previous school day if January 21 is a Saturday or Sunday) will then be processed and accepted/denied based on remaining space availability\* at the requested school (\*determined by current projected enrollment numbers which will include December 1 application approvals). These applicants will be notified of approval/denial by the first week of February of the current school year.
- Applications received after the January 21 deadline will be referred to the requested school for approval/denial based on space availability (determined by a total of projected enrollment numbers plus currently approved Open Enrollment applications).

### 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, 8-1-13

(JC)

## OPEN ENROLLMENT

### In-District Requests

Applications are accepted between September 1 and December 1 each year for the following school year under the following timeline.

- The designated Open Enrollment period for students residing within the boundaries of PV Schools but wishing to transfer to another PV School begins on September 1 (or the first school day in September if September 1 falls on a Saturday, Sunday or holiday) and will close at the end of the day on December 1 (or the first school day in December if December 1 falls on a Saturday or Sunday.)
- Applications received after the December 1 deadline will be referred to the requested school for approval/denial based on space availability (determined by a total of projected enrollment numbers plus currently approved Open Enrollment applications).

### Policy Guidelines

- The Superintendent (or designee) will establish a building capacity for each school based on 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 by October 1 for the following school year.
- 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/grade level at that school will be deemed closed to open enrollment.

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- Students accepted into a school under district open enrollment or administrative approval may continue enrollment at that school without reapplying each year. Students continuing through their feeder system do not need to reapply when they enter seventh grade or ninth grade providing they choose to attend the middle school/high school in their current feeder system.
- 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.
- If requested, transportation will be provided up to 20 miles from the school site for students with disabilities and whose IEP specifically requires transportation.
- Applications for currently open enrolled siblings and the children of current district employees will be considered/admitted under Open Enrollments as priority status.
- Because Open Enrollment is not first-come first-served, in the event more applications are received than available space at any grade level, a lottery drawing will be held to determine which applications received during an Open Enrollment time period may be accepted.

### Admission Standards

By signing the District Open Enrollment Application Form, the student and parent/guardian agree to comply with all policies and regulations of the Paradise Valley Unified School District and all school rules including standards for conduct and attendance.

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If a student resides with a family member who is seeking legal guardianship or custody through an uncontested guardianship/custody proceeding that has been commenced in the 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 provide documentation of guardianship or custody once obtained.

The Paradise Valley Unified School 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. This 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.

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