

Intra-District Choice/Open Enrollment

1. Attendance areas

Students will attend the district school determined by their residence unless a choice application to attend another school or program is approved. Students will not be enrolled in a school or program outside their attendance area without prior approval in accordance with these regulations.

District admissions, as well as building principals or designees, shall be responsible for checking student enrollment records to determine that each student is a legal resident of that school's attendance area or has an approved authorization for open enrollment or transfer.

2. Choice/Open enrollment

Requests for open enrollment must be initiated by the students' parents/guardians by filing the approved form with the principal of the school which the student wishes to attend (receiving school), or with District Admissions. Application forms will be available in every school building and in the District Admission's office in November for the following school year. All applications must be received by the last school day preceding February 1st.

The receiving school principal will make the decision as to whether a choice enrollment application is accepted or rejected based on criteria established in state law and Board policy. When a parent seeks to exercise the No Child Left Behind Act (NCLB) choice option, this decision shall be made in consultation with central administration of the school district. The receiving school principal will be responsible for notifying the parents/guardians and students of approval or disapproval of an open enrollment request no later than March 15.

Reasons used by the principal to accept or reject open enrollment requests shall be limited to any of the following:

- a. A lack of space or planned for teaching staff within a particular program or school requested.
- b. The school requested does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student or does not offer a particular program requested.
- c. Inability of the student to meet the established eligibility criteria for participation in a particular program including age requirements, course prerequisites and required levels of performance.
- d. The student has been expelled, or is in the process of being expelled or may be or has been denied admission pursuant to law.

Upon enrollment at a school outside their attendance area, students should plan to remain in that school for a full academic year, and may be denied the opportunity to return to the school of their attendance area during the current school year. Once students are accepted under the choice plan, every effort will be made to permit them to complete the highest grade in that building within the constraints of the terms and conditions of this policy and the law.

Students who wish to return to their home school or to open enroll in a different school must submit a choice enrollment request in accordance with these regulations. Once a choice applicant has been accepted, students need not reapply each year as long as they wish to remain in that building. After leaving the elementary or middle school level, a student must reapply for admission at the next level.

All choice applications will be forwarded to District Admissions for district-wide data collection purposes. District Admissions will prepare lists for each facility of all resident students applying for enrollment elsewhere and all non-resident students requesting enrollment in that facility.

Those students who apply for choice enrollment but cannot be accepted at the time of application will be placed on a waiting list in the order in which the applications are received and will be considered for approval at a later date if space becomes available. The waiting list will be maintained until February 15 of each year, after which a new waiting list will be developed for the next 12 months.

3. Transfers

The transfer process is available to allow flexibility in choice of school when the open enrollment deadline has passed and/or circumstances necessitate a change in school just prior to or during a school year. All requests for attendance at a school outside a student's attendance area will be processed as transfers once the open enrollment deadline has passed.

Requests for transfer must be initiated by the parents/guardians by filing the approved form with the principal of the school which the student wishes to attend (receiving school). The receiving school will notify the principal of the school in the student's attendance area of the disposition of the request.

Forms will be available in every school building and in the Office of District Admissions. The building principal or school officials at District Admissions will explain to the parent/guardian the procedures used to process transfer requests.

The receiving principal will make the decision as to whether a transfer application is accepted or rejected based upon the same criteria established in state and federal law and Board policy as used to consider open enrollment requests. It may be appropriate under some circumstances to conditionally approve a transfer request. The receiving school

principal will be responsible for notifying the parents and students of approval or disapproval of a transfer request as soon as possible.

Permission to transfer when granted will be for one academic year or the remainder of the year if the transfer occurs after the beginning of any school year. Renewal of transfers is not automatic.

Students who wish to return to their home school or to transfer to a different school must reapply for a transfer in accordance with these regulations.

A copy of all transfer requests will be forwarded to the Office of District Admissions for district-wide data collection purposes.

4. Criteria to determine availability of space or teaching staff

Choice enrollment and transfers within the district will be approved subject to space availability in the school or program requested as determined by the receiving principal and the District Planning Department. Students will be assigned to classrooms on the basis of available staff, existing programs, funding, and support services as well as the best use of classroom space. Mobile units and multi-track year-round calendar will not be taken into consideration when determining availability of classroom space.

Requests for enrollment in particular programs will take into consideration the applicant's qualifications for the program.

A choice enrollment granted to one child in a family does not guarantee approval of choice enrollment for another child in the same family.

5. Changes in residence

Students whose place of residence changes within the school district during the school year may remain at the school they are currently attending until the end of the academic year. Students will be required to attend the school of their new attendance area the following year unless application is made and approved under the choice process.

6. Athletics

Eligibility for participation in interscholastic athletics will be determined in accordance with the rules of the Colorado High School Activities Association. Students who enroll in a school outside of their attendance area by falsifying their address forfeit eligibility to participate in athletic activities.

7. Continuing enrollment criteria

Any student enrolled pursuant to this policy shall be allowed to remain enrolled in the school or program through the end of the school year unless:

- a. the student is expelled from the school or program
- b. the student's continued participation in the school or program requires the district to make alterations in the structure of the school or to the arrangement or function of rooms
- c. there is a lack of space or teaching staff
- d. the school does not offer appropriate programs or is not equipped to meet the special needs of the student
- e. the school does not offer a program requested by the student
- f. the student does not meet established eligibility criteria
- g. a desegregation plan is in effect and denial of continued enrollment is necessary to comply with the plan

Students whose place of residence changes within the school district during the school year must complete transfer forms for record-keeping purposes. Students will be required to attend the school of their new attendance area the following year unless application is made for open enrollment or transfer.

8 Appeal procedure

Should a request for open enrollment under the choice process be denied, the parent/guardian will be advised by the principal that they may appeal the denial by submitting a written statement which includes the reasons for the appeal to District Admissions. Appeals will be reviewed by an appeals committee.

The receiving principal will be asked to submit the reason for denial of the request. The (appeal's committee will review the parent/guardian request and the principal's decision and then make a determination of a school assignment.

Approved by Superintendent Monte C. Moses, August 14, 2006