**JFB-RA**

REGULATION

**OPEN ENROLLMENT**

**Criteria  for  Enrollment**

***Capacity:***

Other than students from the home school attendance area, students will be admitted only if the school that the students wish to attend has capacity for them beyond the capacity needed for students who reside within the school's attendance area.

Enrollment capacity is determined in accordance with Policy JFB and the following capacity criteria:

A.  Enrollment projections for the subsequent school year will be used to determine the enrollment capacity of a school.

B.  Schools may establish grade-level enrollment capacities provided that the total enrollment capacity for a school is the same as the projected enrollment total.

***Disciplinary considerations:***

Students who are currently under long-term suspension or expulsion from any school or school district in the state, or who have withdrawn from a school or school district to avoid long-term suspension or expulsion, may be denied admission to a school within the District.  Students who are not in compliance with any condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court may be denied admission to a school within the District.

**Application  Procedures**

Open enrollment applications will be accepted at the school of desired attendance.  Applications for transfer may be picked up and returned at the office of the desired school of attendance.

Applications for open enrollment may be submitted at any time for the current school year or the following school year.  The selection of applications will be made in accordance with the enrollment priorities and procedures set forth in Policy JFB, this regulation and any corresponding regulations including JFB-RB and JFB-RC.

All kindergarten through grade twelve (K-12) students who are currently open enrolled into District schools other than the schools in their own attendance areas do not need to reapply if they wish to continue at the same schools the following year, unless the parents/custodians of such students are informed that reapplication will be required because of chronic or severe disciplinary infractions or because the parents/custodians have repeatedly failed to provide timely transportation.

Students who are currently open enrolled into a school with geographical boundaries will automatically be approved for open enrollment in the middle or high school appropriate for their respective schools of attendance.  A student open enrolling into an elementary school that feeds into two middle schools will be requested to designate a specific middle school at the time of open enrollment.  The student will then be considered part of the designated middle school's feeder system.  If, however, an open enrollment student wishes to attend a middle school or high school that is not within the feeder system, application for open enrollment must be made for that school.

Resident students who are currently open enrolled into a school with no geographical boundaries will need to register for enrollment at the appropriate middle or high school for their residence.  If, however, the resident student wishes to attend a middle school or high school that is not within the feeder system for their residence, application for open enrollment must be made for that school.

Similarly, non-resident transfer students currently open enrolled into a District school with no geographical boundaries must submit an open enrollment application to attend a District elementary, middle or high school in a District feeder pattern for schools with geographical boundaries.

Resident students who attend pre-school at a District school will need to register for enrollment at the appropriate elementary or kindergarten through grade eight (K-8) school of their residence.

Students attending pre-school at a school without geographical boundaries who desire to continue attending that school for kindergarten must submit an open enrollment application for consideration for open enrollment in the same school for kindergarten.  Likewise, students attending preschool at a District school other than the school of their residence who desire to continue attending that school for kindergarten must submit an open enrollment application for consideration for open enrollment in the same school for kindergarten.  Pre-school students who are not resident students will not be permitted to continue in the same school for kindergarten absent District acceptance of the student's open enrollment application for kindergarten.

Applications may be submitted to more than one (1) school; however, only one (1) application for each student may be submitted to each school once a year.  Applications that are incomplete or inaccurate will not be processed.  It is the responsibility of the parent/legal custodian to notify the school of any changes in the application, such as address or phone number.

**Student  Conduct**

A student who is not currently able to attend another school or school district because of long-term suspension or expulsion, or who is not in compliance with discipline imposed by any other school, school district, or the juvenile court may be denied admission to a school within the District.

If a student who is accepted into the District under the provisions of open enrollment has been the recipient of disciplinary action previously taken at another school or school district, the District will consider known prior disciplinary actions in determining any disciplinary action taken against the student while in the District.

**Time  Commitment**

The parent/custodian must make a commitment that the student will attend the school for the complete school year and obey all District policies, regulations and procedures.  A student will be admitted under the District's open-enrollment policies and regulations to a District school that is not the school within such student's attendance area only once each year.

**Age  Requirement**

Students must meet the minimum age requirements prescribed by state law for school attendance.  Students must be five (5) years of age by September 1 for kindergarten and six (6) years of age by September 1 to enter first grade.  The District will not consider applications that involve early admission to kindergarten.

**Other**

The filing of an application for admittance under the provisions of open enrollment does not guarantee the enrollment of the applicant in the District, nor is the open enrollment application sufficient to guarantee admission into specific instructional programs within the District.  Each specific instructional program has an application/screening, acceptance/rejection, and school site assignment process.  Certain District instruction programs require transfer by the student from the original school of attendance.