**JFB-RB**

REGULATION

**OPEN ENROLLMENT**

**SELECTION AND NOTIFICATION PROCEDURES  
FOR  
SCHOOLS WITH GEOGRAPHICAL BOUNDARIES**

Students who reside within a school's attendance area do not need to submit an application for open enrollment into that school for the following school year.

Students who are currently approved for open enrollment into the school do not need to submit an application for open enrollment to the school for the following school year unless the school principal notifies them in writing of the need to do so.

Each other student who wishes to attend the school during the next school year must complete an open enrollment application.

Applications for open enrollment may be submitted at any time for the current school year or the following school year.  Selections of applications will be made in accordance with the procedures for enrollment priorities set forth in Policy JFB, Regulation JFB-RA, and the following procedures.

A.  Applications for the following school year received before October 1:

1.  Applications received on or before October 1 will be designated as "Group A" applications.

2.  After examining projected enrollment, school capacity, and grade capacity for the next school year, a school shall determine if it has capacity to accept all Group A applicants or if it is necessary to conduct a lottery for the available positions.

3.  If a lottery is necessary, Group A applicants will be grouped in accordance with the enrollment priorities set forth in Policy JFB and this regulation, and a lottery will be held.

4.  The school will provide written notification to the parents/guardian of Group A students as soon as possible, but no later than October 31, as to whether their student's application has been accepted for enrollment or placed on a waiting list.  If a student's name has been placed on a waiting list, the school shall notify the parents/guardian of the student's number on the waiting list.

B.  Applications for the following school year received after October 1 and the start of the school year:

1.  Applications received after October 1 will be designated as "Group B" applications.

2.  Group B applicants will be considered for enrollment after the enrollment status of Group A applicants has been determined.  Any Group A students who remain on a waiting list shall have enrollment priority over all Group B students requesting enrollment into a specific grade level or program.

3.  If all Group A applicants have been accepted for enrollment and school capacity and grade capacity permit, the school shall accept all Group B applicants from the waiting list for a specific grade level or program.  If there is insufficient capacity to accept all Group B applicants from a specific waiting list, then the Group B applicants shall be enrolled in the order of receipt of their completed application with the priorities set forth in Policy JFB being given to the extent possible.

4.  Group B applicants shall be notified of the status of their enrollment application and, if applicable, position on the waiting list within three (3) weeks of the date of submission of their completed application.