

**J-1050 © JFB**  
**OPEN ENROLLMENT**

The District has an open-enrollment program as set forth in A.R.S. [15-816](#) *et seq.*

**Definition**

*Nonresident pupil* means a pupil who resides in this state and who is seeking enrollment in a school district other than the school district in which the pupil resides.

**Enrollment Options**

District resident pupils may enroll in another school district. Nonresident pupils may enroll in schools within this District, subject to the procedures that follow.

**Information and Application**

The District Administrator shall prepare a written information packet concerning the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it.

The information packet shall include the enrollment application form and shall advise applicants that they must submit enrollment applications on or before August 1 of each year to be considered for enrollment during the following school year.

**Capacity**

The District Administrator shall annually estimate how much excess capacity may exist to accept transfer pupils. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:

- District resident pupils, including those issued certificates of educational convenience and those required to be admitted by statute.
- The enrollment of eligible children of certificated employees. (In order to encourage qualified certificated employees to join the staff, children of certificated employees will be enrolled without payment of tuition.)
- Nonresident pupils who were enrolled in the school the previous year.

The Board shall make the final determination of excess capacity. The excess-capacity estimates shall be made available to the public in May of each year.

**Enrollment Priorities**

If the Board has determined that there is excess capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories from the pool of pupils:

- Who have properly completed and submitted applications; *and*
- Who meet admission standards.

Enrollment priorities and procedures for selection shall be in the order and in accordance with the following:

- Enrollment preference shall be given to nonresident pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the District Administrator.
- Enrollment preference shall be given to nonresident pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the District Administrator.

### **Admission Standards**

A pupil who has been expelled by any school district in this state or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court shall not be admitted. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions.

A school shall not admit a pupil if the admission of the pupil would violate the provisions of a court order of desegregation or agreement by a school or district with the United States Department of Education Office for Civil Rights directed toward remediating alleged or proven racial discrimination.

### **Notification**

The District shall notify the emancipated pupil, parent, or legal guardian in writing by not later than the tenth instructional day of the fall term whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. The District shall also notify the resident school district of an applicant's acceptance or placement on a waiting list. If the applicant is placed on a waiting list, the notification shall inform the emancipated pupil, parent, or legal guardian of the date when it will be determined whether there is capacity for additional enrollment in a school. If the pupil's application is rejected, the reason for the rejection shall be stated in the notification.

## **Exception**

Should there be excess capacity remaining for which no applications were submitted by the date established, the District Administrator, upon approval by the Board, shall authorize additional enrollment of nonresident pupils:

- Up to the determined capacity.
- On the basis of the order of the completed applications submitted after the notification date established in this policy.
- Without regard to enrollment preference.
- As long as admission standards are met.
- Whose applications are submitted by August 1.

*Adopted:* date of manual adoption

LEGAL REF.: A.R.S. [15-816](#) *et seq.*

CROSS REF.: [JF](#) - Student Admissions

[JFAA](#) - Admission of Resident Students

[JFAB](#) - Admission of Nonresident Students

[JG](#) - Assignment of Students to Classes and Grade Levels