



**Open Enrollment
Policy Series: 3000 Students**

**Policy No. 3118
Procedure 1**

It is the policy of Provo City School District to support and promote student choice of a school or program when that choice does not negatively affect the receiving school. Procedures and guidelines are established in compliance with Enrollment Options Program outlined in Utah Code. Student(s), parent(s)/guardian(s) requesting attendance at a school other than their home school shall complete the application on the Student Services website using the guidelines for participation as outlined.

I. General Information:

- A. The Open Enrollment Request period begins December 1st and continues through the first Friday in February of each school year. Applications will be available after November 15th. Applications received prior to or on December 1, by 5:00 p.m. will be dated December 1st.
 1. Applications for open enrollment for the following school year can be found here on the Student Services website: [Next School Year Application](#).
 2. Applications for enrollment for the current school year can be found here: [Current School Year](#)
- B. Special Needs requests may be made at any time for the current school year.
- C. If construction, remodeling, or other circumstances beyond the control of the Board do not reasonably permit the Board to make sufficiently accurate enrollment projections for a given school, to determine whether that school should be designated as available for open enrollment for the coming year, or if exigent circumstances require modification of this policy to function reasonably, the Board shall permit submission of enrollment applications for that school during the application period and notify applicants that approval will be delayed until additional information is available or policy modifications are adopted.

II. Resident and Intra-district Student Applicants

The general procedures contained in:

- Section II A applies to all applicants

- Section II B relates to open enrollment requests;
- Section II C applies to special need requests; and
- Section II D specifies due process appeal procedure

A. **General procedures for participation applicable to ALL applicants**

1. Each application shall be submitted on the district approved form. ~~A non-refundable \$5.00 processing fee per applicant (checks made payable to: Provo City School District) will be charged at the time of application.~~ Each application will be processed according to the guidelines in **Section B**.
2. If the application is approved, the student is expected to honor that commitment for the requested school year. Failure to do this would disrupt staffing and scheduling plans at the requested school and the resident home school.
3. Once enrolled, the student may remain enrolled, ~~subject to condolence with rules and standards established by the District and/or the school or established by individual agreement,~~ unless one of the following occurs:
 - a) the student graduates;
 - b) the student is no longer a Utah resident; or
 - c) the student is suspended or expelled.
 - d) The student's behavior represents a chronic pattern, which, if it continues, endangers persons or property, causes serious disruption in the school, or places an unreasonable burden on school staff.
 - e) Students that reside within our district will have priority over remaining at the school, even with continued behavior issues, over those that reside outside of the district.
4. If the student's continued enrollment is at risk due to significant behavior disruptions, the principal or assistant principal will do the following:
 - a) Consult with the parents to provide reasonable support for the student that will not place an unreasonable burden on the school's staff.
 - b) Create a provisional contract of conduct that provides reasonable expectations for improved student behavior.
 - c) Consult with Student Services and the Assistant Superintendent over Elementary or Secondary Education before the revocation process for school choice may begin.
 - d) A revocation of school choice cannot be made by a principal alone; this revocation will occur in consultation with the Assistant

Superintendent over Elementary or Secondary Education and with Student Services.

5. Continued enrollment is also subject to space availability. Revocation requires returning to the home school or district. If exclusion is necessary for the next school year, parent(s)/ guardian(s) will be notified by March 15th. An effort will be made to place excluded students in another school where space is available before new applicants are placed. The most recently enrolled will be the first excluded.

a) Other than exclusion for cause, students who choose to return to their home school for the next year shall notify the school they are attending on or before March 15th.

b) A Utah resident student whose legal residence is outside Provo City, but will be staying in Provo City School District boundaries, shall provide with the application a durable power of attorney to establish a legal contract with a Provo City resident.

c) Transportation to and from the requested school, consistent with the starting and ending time of school, is the responsibility of the parent(s)/guardian(s) of the student.

d) Utah High School Activities Association guidelines and policies are controlling for students who participate in high school athletics and activities.

e) Falsification or misrepresentation of information on the application will result in a cancellation of the application.

f) The application process includes the following dates:

Before November 30th	The Board will announce policies and procedures to follow for choice and designate which schools and/or programs will be available for open enrollment.
November 15th to first Friday in February	Submission of application to Provo City School District for the following year. Applications received up through December 1 will be dated December 1.
By March 15th	District shall notify parent(s)/guardian(s) in writing whose students will be excluded the next school year due to increased enrollment.

By March 31st	District shall notify in writing of acceptance or rejection of application.
By April 15th	Notification by student to Provo City School District of intent to enroll. The commitment is for the full school year.
By April 15th	Parent(s)/guardian(s) notify the Provo City School District in writing of a student's desire to return to the resident school.
By April 30th	Provo City School District will notify the resident district of the student's intent to enroll in Provo City School District

B. **Guidelines for participation during the open enrollment request period**
November 15 through the first Friday in February

1. Initiate application [online](#). Initial applications will be evaluated by Student Services. Requests during this period do not require a release from their home district.
2. The application form must be completed online. ~~A \$5.00 processing fee per applicant must be made to the district office no later than the first Friday in February.~~ Parent(s)/guardian(s) and student(s) will be notified in writing on or before March 31st of their acceptance or rejection of the application. If accepted, notification to the district of intent to enroll must be returned to the district office by April 15th
3. Out-of-district applicants must attach: documentation providing Utah residency; an unofficial transcript (grades 7-12); an official copy of birth certificate; and immunization record.
4. The OPEN ENROLLMENT REQUEST period begins November 15 and continues through the first Friday in February. If there are more requests than can be accommodated at a particular school, the following stipulations will apply in considering enrollment:
 - a) **Provo City School District students will be given first priority for placement in participating schools.**
 - b) Applications' priority during this period will be given to siblings who have brothers and/or sisters attending the requested school.

- c) All other applications will then be processed on a first come, first served basis.

C. Guidelines for SPECIAL NEEDS applicants. Such applicants shall:

1. Initiate application at the district office. Consultation with the home school should occur to ensure students have the necessary supports. Due to problems associated with required classes and credit for graduation, high school students are encouraged to transfer at the semester break.
2. The application form must be completed [online](#) and returned. ~~along with the \$5.00 processing fee per applicant.~~
3. Each applicant must have a documented individual special need that is identifiable beyond personal preference.
4. Each applicant shall comply with the provisions of section A of this procedure, as applicable.
5. Applications will be considered and processed as soon as possible after submission. Parent(s)/guardian(s), and student(s) will be notified in writing of acceptance or rejection of the application within fifteen (15) days of receipt of application.

D. Due process appeal procedure

1. If a student's application for open enrollment is denied, the parent may request a review from the Assistant Superintendent over Elementary Education for elementary requests or the Assistant Superintendent over Secondary Education in writing within 15 days of being notified of denied admission to the requested school. These Assistant Superintendents will coordinate with the principal of the requested school and review the parent request. A decision will be made within ten days of receiving the appeal from the parent.
2. If the enrollment is still denied, the parent may appeal to the Deputy Superintendent in writing within ten days. The Deputy Superintendent will review the appeal and inform the parents within ten days of the decision.
3. If the enrollment is still denied, the parent may appeal directly to the Board of Education.

Adopted: March 12, 2013

204 Revised: January 14, 2025
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