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OPEN ENROLLMENT

The District ~~is an open enrollment District for pupils who are residents of the State of Arizona.~~ shall have an open enrollment program pursuant to A.R.S. 15-816 et seq. in order to provide educational options for both resident and nonresident students. No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. 15-764, 15-797, 15-823, 15-824, and 15-825.

The primary purposes of admitting nonresident students to the District is to fulfill the public policy of the State of Arizona and to achieve and maintain district-wide student enrollment that supports the efficient operation of all District schools. The open enrollment program described in this policy shall be placed on the District's website and made available to the public on request. ~~Tuition shall be charged to nonresident pupils only when the tuition is authorized by law.~~

Definitions

For purposes of this policy and any corresponding regulations, the following definitions shall apply:

Open enrollment means ~~allowing resident~~ the enrollment of students ~~to enroll~~ in a district and/or schools in other than the district/school designated for the attendance area of their physical residence. school districts. ~~Finally, it means allowing nonresident students to enroll in District schools.~~

Resident student means a student who resides in the attendance area of an ~~the~~ Amphitheater District school and who ~~is attends~~ attending the school ~~in for~~ his/her designated attendance area at the time of their application for open enrollment at a different school. It also includes students who are attending a District school under a certificate of educational convenience at the time of their application for open enrollment at the time of their application for open enrollment at a different school.

Resident transfer student means a student who resides within Amphitheater District and who is currently open enrolled in ~~or seeking enrollment in an~~ Amphitheater District school ~~within the District but which is~~ outside the attendance area ~~of the student's residence~~. It also means eligible children of District employees.

Non-resident transfer student means a student who does not reside within the Amphitheater District and who has previously been approved for open enrollment at an Amphitheater district school and who is currently attending that school.

Nonresident student means a student who resides in this state but outside the Amphitheater District and who is seeking open enrollment in Amphitheater District.

Enrollment Options

Students may enroll in another school district or in a school within this District. Resident transfer students and nonresident students may enroll in schools within this District, subject to the procedures that follow.

Information and Application

The Superintendent shall prepare a written information packet concerning the District's [open enrollment](#) application process, standards for acceptance or rejection, policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it. Packets will be available ~~December 1, and thereafter~~ at the District's central office and at each school.

The information packet shall include the enrollment application form and shall advise applicants that they must submit open enrollment applications on or before January 15 of each year to be considered for enrollment during the following school year.

Capacity

The Superintendent, in consultation with the school principal, shall annually estimate how much excess capacity may exist to accept ~~transfer~~ [open enrollment](#) students. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:

- District approved staffing levels and ratios.
- ~~District~~ [The number of](#) resident students [within assigned](#) school attendance areas, ~~including those issued certificates of educational convenience and those required to be admitted by statute. This category also includes eligible children of District employees.~~
- [The number of](#) ~~R~~resident transfer ~~pupils~~ [students](#) who were enrolled [at each school](#) ~~in the school~~ the previous year.
- [The number of](#) ~~N~~non-resident ~~pupils~~ [transfer students](#) who were enrolled [at each school](#) ~~in the school~~ the previous year.

Enrollment Priorities

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

- Have properly completed and submitted applications; *and*
- Meet admission standards.

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

- *First Priority:* Open eEnrollment preference shall be given to currently enrolled District students, including resident students, resident transfer students, and non-resident transfer students of the District. ~~who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such students.~~ If capacity is not sufficient to enroll all of these students, they shall be selected on a proportional and pro-rata basis from among these constituent groups through a random selection process adopted by regulation of the Superintendent.
- *Second Priority:* Enrollment preference shall be given to nonresident students ~~who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such students.~~ If capacity is not sufficient to enroll all of these students, they shall be selected through a random selection process adopted by regulation of the Superintendent ~~and includes students who move out of District after the application deadline which is January 15 of the current year.~~
- ~~*Third Priority:* Enrollment preference shall be given to resident transfer students who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these students, they shall be selected through a random selection process adopted by regulation of the Superintendent.~~
- ~~*Final Priority:* Enrollment preference shall be given to nonresident students who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these students, they shall be selected through a random selection process adopted by regulation of the Superintendent.~~

Admission Standards

Disciplinary Status: A student who has been expelled or is the process of expulsion 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 discovery of the existence of any of these conditions.

Eligibility Guidelines: Students who apply for open enrollment status in the District must:

- Submit a completed open enrollment application between December 1 and January 15 of the school year preceding the year in which open enrollment status is sought;
- Understand that enrollment is subject to the capacity limit established for the school and/or its grade levels;
- Generally agree to provide their own transportation. The District may provide transportation to open enrollment students provided that capacity remains available on

existing routes and stops after first meeting the transportation needs of students who reside in a school's attendance area In addition, the District may provide transportation for students attending schools without attendance areas;

- Agree to abide by the District's Code of Student Conduct for Students and the individual school's rules;
- Agree to regular and punctual attendance; and
- Agree that excessive tardiness or absence and/or violations of the Code of Conduct or individual school rules will be cause for revocation of their open enrollment approval by the school principal.

Provision of False Information: Providing false information to the District regarding or for purposes of an application for open enrollment will be cause for the application being denied or admission being revoked by the Superintendent or the school principal.

Annual Review: All approved open enrollment transfers are subject to review annually. This provision shall not be construed, however, to require all open enrollment transfer students to reapply annually.

Determinations of revocation of open enrollment status by the school principal may be appealed to the Superintendent.

~~Approval Timelines~~ Application and Approval Procedures

The Superintendent shall develop procedures for the receipt, review and approval of applications for open enrollment which shall ensure timely response to parents after consideration of impacts of enrollment upon site and district level resources.

~~December 1: Information packets and applications shall be available at each school and the District central office. Applications may be submitted beginning this date.~~

~~January 15: Applications may be submitted through the end of this work day. If February 1 falls on a weekend or holiday, applications will be selected through the end of the next work day.~~

~~February 1: The school shall notify the student and parent in writing whether the student has been approved for open enrollment, placed on a waiting list pending the availability of capacity, or rejected by this date. The school 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 student and parent of the date when it will be determined whether there is capacity for additional enrollment in a school. If the applicant is rejected, the reason for the rejection shall be stated in the notification.~~

~~Late Application~~

~~Applications received after January 15 shall be handled on a first come, first served basis. They may be considered only after students whose applications were submitted by January 15 are enrolled or rejected. They may be approved for schools that still have capacity, in the discretion of the Superintendent or school principal. The January 15 deadline shall not be applied to District resident students who move out of the District after January 15 but who were previously enrolled in the District.~~

~~This restriction is not intended to preclude administrative transfers, in which a sending and receiving principal concur that it is in the best interests of a student that the student be transferred and in which the transfer is approved by the appropriate associate superintendent.~~

~~No application for open enrollment in a school year may be approved after February 1 of that school year.~~

Students Who Move

Students who move from one Amphitheater school attendance area to another Amphitheater school attendance area during a school year may ~~finish out~~complete the that school year at their original school of enrollment if requested by the parent without the need to application apply for open enrollment, if the parent requests. For students in schools without open enrollment capacity, the student who moves must ~~then start attending~~ the school serving the new attendance area school of the new residence beginning at the start of the next school year, or the student may seek open enrollment at a different school.

Students who move from the Amphitheater District into another school district may be permitted to complete the current semester without application for open enrollment, but must enroll in the new district at the beginning of the next semester. Thereafter, the ~~The~~ student ~~may appeal to stay~~ must apply for open enrollment in the Amphitheater District as a non-resident student until the end of the current school year, if the original school has capacity. After that, the student must apply for open enrollment if the student desires to continue at the original school and will be considered a "non-resident."

Budgetary Impact of Open Enrollment

Application of this policy and corresponding administrative regulations is intended to accommodate open enrollment students within District staffing allocations. It is not intended to permit over enrollment which requires additional expenditures for staffing.

Transportation

Open enrollment students and their families are normally responsible for providing their own transportation to and from school, except for disabled students whose individualized education plans specify that transportation is necessary for fulfillment of their plans. In that case, the transportation to be provided shall be limited to no more than twenty (20) miles each way to and from the school of open enrollment attendance, or to and from a pick-up point on a regular transportation route or for the total number of miles traveled each day to an adjacent district for

nonresident students with disabilities. In addition, the District may also provide transportation to open enrollment students provided that capacity for doing so is available on existing routes and stops, after first meeting the transportation needs of students residing in a school's (or schools') attendance area(s). When there are more requests for open enrollment transportation than capacity exists, service shall be provided on a first-come, first-served basis, in the same order as the student's open enrollment status was approved. Preference may be given to District residents and families previously approved to ride the bus.

[Transportation services may also be provided to students who attend schools that do not have a defined attendance area.](#)

Athletic Eligibility

~~Students who apply for open enrollment status must secure athletic eligibility for transfer students.~~ Athletic eligibility of transfer students is regulated by the Arizona Interscholastic Association. It is the student's and parent's responsibility to contact the appropriate high school principal for further information.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. [15-764](#)
[15-797](#)
[15-816](#) *et seq.*
15-823
[15-824](#)
[15-825](#)
[15-922](#)

CROSS REF.: [EEAA](#) - Walkers and Riders
[IIB](#) - Class Size
[JF](#) - Student Admissions
[JFAA](#) - Admission of Resident Students
[JFAB](#) - Admission of Nonresident Students
JFABD - Admission of Homeless Students
[JG](#) - Assignment of Students to Classes and Grade Levels