

 JFB
OPEN ENROLLMENT

The District has an open-enrollment program as set forth in A.R.S. [15-816](#) and A.R.S. [15-816.01](#) *et seq.* The open enrollment program described in this policy shall be ~~placed~~ [accessible from](#) ~~on~~ the District website and made available to the public on request.

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

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](#).

This policy must be easily accessible from the home page on each school's website and be available in English and in Spanish or in any other language used by a majority of the populations served by the school or School District.

Resident Pupils and Continuing Open Enrollment ~~Students~~ Pupils

The District shall enroll at any time any resident pupil who applies for enrollment to the school that serves the attendance area in which the pupil resides and shall reserve capacity for all resident pupils.

The District shall reserve capacity for ~~and enroll~~ all continuing open-enrollment pupils so long as the open enrollment pupil is remaining in the same school, [subject to the terms of this policy](#) ~~or continuing to the next school in the same feeder pattern as the pupil's school of enrollment~~. [A new open-enrollment application must be submitted each time a student seeks to enroll in a school in which the student is not currently enrolled. For example, a new application must be completed when a pupil moves from elementary school to middle school.](#)

[The District may deny enrollment in a subsequent school year to a continuing open-enrollment pupil if it is determined that the pupil requires participation in a specialized program for which there is no excess capacity.](#)

Capacity

The District shall update on each school's website the school's capacity and whether the school is currently accepting open enrollment students, by grade level, at least once every twelve (12) weeks unless there are no changes to report for the individual school.

If a school has any other separate capacity by specialized program, the information required pursuant to [15-816.01](#) shall also be posted [on the school's website](#) by specialized program.

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

- A. District resident pupils in assigned school attendance areas, including those issued certificates of educational convenience and those required to be admitted by statute.
- B. Resident transfer pupils who were enrolled in the school the previous year.
- C. Nonresident pupils who were enrolled in the school the previous year.

The Governing Board shall make the final determination of excess capacity and may require resident transfer pupils and/or nonresident pupils to be subject to the enrollment priorities and procedures found below if insufficient capacity exists for all returning ~~students~~ pupils after resident pupils are enrolled. The excess-capacity estimates shall be made available to the public beginning in September of each year for the following school year.

Schools shall accept pupils throughout the school year as capacity allows. Pupils who are denied access due to capacity shall be informed that they are on a wait list and of the details regarding the process prescribed in A.R.S. [15-816.01](#)(E).

Pupils shall be selected from the wait list and from on-going open enrollment applications as seats become available.

Information and Application

The Superintendent 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 between ~~November~~ December 1 and ~~December~~ January 15 in order to be considered in Group A for priority enrollment. Once accepted for open enrollment, an open enrollment application is not required to be completed each year ~~that the pupil remains in the same school.~~ An open enrollment application is required if the pupil seeks to enroll in another District school, including a school that is in the same feeder pattern as the school that the pupil is attending at the time the application is submitted.

Open Enrollment Application and Selection Process

If the Governing 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.

All students who ~~apply~~ submit a complete and accurate application for open enrollment between ~~November~~ December 1 and ~~December~~ January 15 of the school year preceding the year for

which the student seeks enrollment will be placed in Group A. Students who apply after ~~December~~ January 15 will be placed in Group B.

Enrollment decisions will be made beginning on ~~December~~ January 16 and continuing thereafter. The District will give preference to all students in Group A before enrolling students from Group B.

Within each group, the District will give enrollment preference to:

A. ~~Siblings of pupils already enrolled.~~ Resident transfer pupils who were enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected based on the date the completed open enrollment application was submitted.

B. ~~Pupils who are children of person who are employed by or at a school in the School District.~~ Continuing open enrollment students. If capacity is not sufficient to enroll all of these students, they shall be selected based on the date the completed open enrollment application was submitted.

C. Any sibling who would be enrolled in the same school concurrently with pupils identified in A or B above.

D. Students who are applying to attend a school that is in the feeder pattern of the pupil's school of enrollment.

E. Pupils who are children of employees at the school.

F. Resident transfer pupils who were not enrolled in the school the previous year.

If capacity is not sufficient to enroll all of the pupils within any of these categories, applicants shall be selected based on the date the completed open enrollment application was submitted. If the school has excess capacity after all pupils with enrollment priorities as set forth above are admitted, pupils shall be admitted based on the date a complete and accurate application for open enrollment was submitted for the student, except that preference shall be given to the siblings of a pupil selected.

If a school remains open as part of a boundary change and capacity is available, students assigned to a new attendance area may stay enrolled in their current school.

~~If remaining capacity at a school, as determined by the School District Governing Board, is insufficient to enroll all pupils who submit a timely request, the school or School District shall select pupils based on the date a complete application for open enrollment was submitted for the student, except that preference shall be given to the siblings of a pupil selected.~~

Except as provided in A.R.S. [15-816.01](#), no school will limit admission based on any of the following:

A. Ethnicity or race.

- B. National origin.
- C. Sex.
- D. Income level.
- E. Disability.
- F. Proficiency in the English language.
- G. Athletic ability.

Definitions

Resident pupil means a student who resides within the District and is seeking enrollment in the school that serves the attendance area in which the pupil resides.

Resident transfer pupil means a resident pupil who is enrolled in or seeking enrollment in a school that is within the School District - but outside the attendance area - of the pupil's residence.

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.

Continuing open enrollment pupil means a pupil who is remaining in the same school **for the next school year** ~~or continuing to the next school in the same feeder pattern as the pupil's current school of enrollment.~~

Enrollment Priorities

~~If the Governing 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:~~

~~A. Who have properly completed and submitted applications; and~~

~~B. Who meet admission standards.~~

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

~~A. Enrollment preference shall be given to resident transfer 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 based on the date the completed open enrollment application was submitted.~~

~~B. 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 based on the date the completed open enrollment application was submitted.~~

~~C. Enrollment preference shall be given to resident transfer 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 based on the date the completed open enrollment application was submitted.~~

Admission Standards

The District may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution regardless of whether or not such pupil is a member of any priority category described herein.

The District may refuse to admit or may revoke open enrollment of any pupil whose open enrollment application contains inaccurate or incomplete information.

Notification

The District shall notify members of Group A in writing by ~~January~~ February 15 as to whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. Members of Group B will be notified of admission decisions on a rolling basis. 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.

Students accepted need to enroll within thirty (30) days or their acceptance will be forfeited, and they will need to re-apply.

As provided by A.R.S. [15-816.07](#), the District and its employees are immune from civil liability for decisions relative to the acceptance or rejection of the enrollment of a nonresident student when the decisions are based on good faith application of this policy and the applicable statutory requirements and standards.

Transportation of Students Admitted Through Open Enrollment

A resident transfer student is eligible for District transportation on routes within the attendance boundaries of the school to which the student has been accepted for open enrollment transfer. It is the responsibility of the parents or guardians of the resident transfer student to have the student at a designated pickup point within the receiving school's transportation area.

Nonresident open enrollment students are eligible for District transportation from a designated pickup point on a bus route serving the attendance area of the school to which the student has been admitted, or as may be otherwise determined by the District.

The District *may* provide transportation for open enrollment nonresident students who meet the economic eligibility requirements established under the national school lunch and child nutrition acts for free or reduced-price lunches so long as the transportation is ~~is~~ not more than thirty (30) miles to and from ~~+~~ the school of attendance, or ~~2:~~ to and from a pickup point on a regular District transportation route, or ~~3:~~ for the total miles traveled each day to an adjacent district.

The District *shall* provide transportation for nonresident transfer students with disabilities whose individualized education program (IEP) specifies that transportation is necessary for fulfillment of the program so long as the transportation is not more than thirty (30) miles to and from ~~+~~ the school of attendance, or ~~2:~~ to and from a pickup point on a regular District transportation route, or ~~3:~~ for the total miles traveled each day to an adjacent district.

Adopted: ~~January 9, 2025~~

REGULATION

OPEN ENROLLMENT

Selection Process

All applicants will be accepted if there is sufficient capacity. If there is insufficient capacity, applicants will be selected from the submitted applications for enrollment in a school in accordance with ~~a random selection process except where policy may indicate otherwise~~ JFB. After April 1, pupils shall be selected for enrollment from the waiting list ~~in the order in which the pupils were placed on the waiting list through the random selection process, or as otherwise provided by policy.~~

Procedure

~~There should be an equitable process in place, such as a randomized lottery, for application selection.~~