

POLICY 5025

Student Transfers: Enrollment Options Program

- A. The “Enrollment Options Program” enables a student to attend a school in a district in which a student does not reside. The procedures for students from other Utah school districts to attend Box Elder School District have been established and comply with the standards of the “Enrollment Options Program” as outlined in [Utah Code §§ 53G-6-401 through 407](#).
- B. The Director of Student Services shall make information about the district, its schools, programs, policies and procedures available to all students who are residents of the state and express an interest in transferring into the district. Application forms will be provided by the Student Services Office.
- C. A list of available programs may be requested from the district office beginning November 30. Availability will be based on capacity by school, grade level, classes, and programs. If a student requires a program that is not available, the application will be denied.
- D. The Application form must be completed and returned to the Student Services Office between December 1 and the third Friday in February, of the year preceding the school year in which admission is sought. A special individual need period begins March 1 for the forthcoming year and any time during the current school year.
 - 1. Each application will be screened and considered on an individual basis based on available space by building, grade, class or program. Applications may be denied to those who have committed serious infractions of the law or school rules, or have been guilty of chronic misbehavior which would, if it were to continue, endanger persons or property, cause serious disruption in school, or place unreasonable burdens on school staff. Academic standing cannot be used for exclusion. Exceptions may be made by provisional agreement entered into by the parent, student, and school establishing conditions and consequences for continued enrollment.
 - 2. If the application is approved, the student will be expected to honor that commitment for the requested school year. This is required so as not to disrupt staffing and scheduling plans at the requested school and the home school.
 - 3. Box Elder School District students will be given first priority for placement in choice schools.

4. All other non-resident applicants will be processed on a first come, first served basis, according to receipt of time and date, and based on available space and program capacity.
5. Falsification or intentional misrepresentation of information on the application will result in cancellation of the application.
6. Parent/student requests during the period DO NOT require a release from their home school or district. Applications are initiated at the district office.
 - a. The application form needs to be completed and returned to the requested school district as soon as possible before the third Friday in February. Parent/student will be notified in writing on or before April 1, of their acceptance or rejection to the requested school. The confirmation of intent to attend the requested school will be assumed upon completion of the school registration materials.
 - b. The application shall identify the reasons for enrolling in the non-resident district.
- E. Once enrolled, the student may remain enrolled, subject to compliance with rules and standards established for all students including those established by individual agreement and subject to space availability as provided below (see item H). Revocation requires returning to the home school or district.
- F. Parent/student is responsible for their own transportation to and from school except as provided in [Utah Code §§ 53G-6-405](#) and [53G-6-407\(2\)\(b\)](#) which allows students to ride on established routes on a space available basis and providing no additional costs will be incurred by the district.
- G. Applications are considered and granted on an individual basis with no stated or implied guarantee to siblings. However, Box Elder School District will consider and make an effort to accommodate applicants who have a sibling in the requested school.
- H. Once enrolled, a student may be excluded from continued enrollment if the school they are attending will exceed 90% of capacity for the next school year. If exclusion is necessary for the next school year, parents will be notified by March 15. An effort will be made to place excluded students in another school where space is available before new applicants are placed. Relocatables are not used determining building capacity. The law calls for the most recently enrolled to be the first excluded ([Utah Code § 53G-6-402\(7\)\(a\) and \(b\)](#)).
- I. Other than exclusion for cause, non-resident students who choose to return to their home school for the next year need to notify the school they're attending on or before March 15.

- J. A nonresident student may graduate with one trimester of attendance and meeting requirements generally applicable to all students.
- K. Utah High School Activities Association guidelines/policies will be followed for students who want to participate in interscholastic competitions.
- L. Any decision or action taken upon provisions of this law may be appealed to the School Board through the Director of Student Services.
- M. Guidelines for participation of individual special need applicants during the period after March 1, for the forthcoming school year and anything during the current school year in school, and grade levels where space is available:
 - 1. Parent/student requests during this period require a release from the home district. Changing the student's enrollment during the current school year requires the approval of both the district of attendance and the district in which enrollment is sought ([Utah Code § 53G-6-402\(8\)](#)). The form is available in the district of residence.
 - 2. Applications will be handled on a first-come first-served basis. Each applicant should have an individual special need that is identifiable beyond personal preference.
 - 3. Applications will be considered and processed as soon as possible after submission.
- N. Guidelines for Out-of-State Students – Transfers In, Parents Remain Out-of-State.
 - 1. Obtain and fill out special individual need application form.
 - 2. If application is accepted, pay tuition fees as set by the Board of Education.
- O. Definition of Student Residence: A student's residence is the same as that of his/her parents.