
SUBJECT: Open Enrollment/School Choice

I. **Board Policy**

The Board subscribes to the philosophy of educational choice and enrollment options for Jordan District students within the limits of classroom space and staff availability. Therefore, the Board delegates to the administration responsibility for developing guidelines for management of a school choice program.

II. **Administration Policy**

The Administration shall administer the open enrollment program according to the following guidelines:

Guidelines

- A. Students who wish to attend a school other than the resident school may file a request for an open enrollment transfer at the school they desire to attend.
- B. Early enrollment period transfer requests shall be considered on a first-come, first-served basis from December 1 through the third Friday in February each year. Approved transfer requests shall become effective the following school year.
- C. Late enrollment period transfer requests shall be considered on a first-come, first-served basis after the third Friday in February each year. Approved transfer requests shall become effective the following school year or the current year, as indicated on the request form.
- D. The school administrator of the requested school shall accept the transferring student subject to the following:
 - 1. Space, staff, and programs are available to accommodate the student.
 - 2. The student has not committed serious infractions of the law or school rules, including rules of the requested school/district.
 - 3. The student has not been guilty of chronic misbehavior which would, if it were to continue after the student was admitted, endanger persons or property, cause serious disruptions in the school, or place unreasonable burdens on school staff.
 - 4. The school administrator may allow provisional enrollment of a nonresident student with prior behavior problems when conditions have been set under which the student would be permitted to enroll or continue.
- E. The school administrator shall send written notification of acceptance or rejection to the student's parent(s)/ legal guardian(s) and to Planning and Student Services as follows:
 - 1. Early Enrollment Period: within six weeks of receipt of the application, or by March 1, whichever is later;
 - 2. Late Enrollment Period for the next school year: within two weeks of receipt of the application, or by the Friday before the new school year

- begins, whichever is later;
3. Late Enrollment Period for the current school year: within two weeks of receipt of the application.
- F. Notification of parents of acceptance or rejection of an application may be delayed if the school board is not able to make a reasonably accurate projection of the early or late enrollment capacity of a school due to construction or remodeling, boundary changes, or other circumstances beyond their control. The delay may be up to four weeks after the accurate projection can be made.
- G. Students who are granted transfer requests shall be permitted to remain enrolled in a school subject to the same rules and standards as resident students, without renewed applications in subsequent years unless one of the following occurs:
1. The student graduates;
 2. The student is no longer a Utah resident;
 3. The student is suspended or expelled from school;
 4. The district determines that enrollment within the school will exceed the schools open enrollment threshold.
- H. When the district determines that enrollment within the school will exceed the schools open enrollment threshold, determination of which nonresident students will be excluded from continued enrollment in a school during a subsequent year is based upon time in the school, with those most recently enrolled excluded first and the use of a lottery system when multiple nonresident students have the same number of school days in the school. Nonresident students who will not be permitted to continue their enrollment shall be notified no later than March 15 of the current school year.
- I. Once a transfer request is granted, the student may continue to attend the school until completion.
- J. Students who are granted transfer requests are obligated to remain at the requested school for at least one school year.
- K. Unless provisions have previously been made for enrollment in another school, a nonresident school/district releasing a student from enrollment shall immediately notify the district/school of residence, which shall enroll the student in the resident district and take such additional steps as may be necessary to ensure compliance with laws governing school attendance.
- L. The parent(s)/guardian(s) of the student shall arrange for the students transportation to and from school, except that the district shall provide transportation on the basis of available space on an approved route within the district to the school of the students attendance if the student would be otherwise eligible for transportation to the same school from that point on the bus route and the students presence does not increase the cost of the bus route.
- M. Transfer requests are granted on an individual basis. Although the school/school board shall take into consideration the fact that an applicants brother or sister is attending the school or another school within the district, an enrollment guarantee for siblings is not implied.
- N. The parents(s)/legal guardian(s) shall be notified of the right to appeal the decision of the school administrator to the Board of Education.

Note: Students transferring from one school to another must meet the requirements of the Utah High School Activities Association with regard to eligibility for participation in athletics and activities at the receiving school.

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