

## OPEN ENROLLMENT

### Applications

***Initial applications for open enrollment or applications submitted after a break in attendance for enrollment in the current school year:***

- The student's parent/guardian completes the open-enrollment application and submits it to the school in which the student seeks to enroll.
- The principal/principal's designee determines whether the student's admission would be in conformity with the criteria set forth in Policy JFB.

Application for all students with special program needs, gifted, special education, and 504 eligible students must be forwarded to the program director.

- The student's parent/guardian is notified of the decision as promptly as possible.

***Initial applications for open enrollment or applications submitted after a break in attendance for enrollment in the following school year:***

- The student's parent/guardian completes the open-enrollment application and submits it to the school in which the student seeks to enroll beginning on the day and time specified on the District website.
- The principal/principal's designee determines whether the student's admission would be in conformity with the criteria set forth in Policy JFB.

Application for all students with special program needs, gifted, special education, and 504 eligible students must be forwarded to the program director.

- The student's parent/guardian is notified of the decision as follows:
  - When the open-enrollment application is submitted for a student currently attending the school at which the application is being made. The parent/guardian will be notified as promptly as possible.

**REGULATION****REGULATION**

- When the open-enrollment application is submitted for sibling(s) of previously accepted open-enrollment students, they will be given priority until June 15. After June 15, open enrollment applications will be accepted on a first-come, first-served basis. The parent/guardian will be notified as promptly as possible.
- When the open-enrollment application is submitted for child(ren) of District employees, they will be given priority until June 15. After June 15, open enrollment applications will be accepted on a first-come, first-served basis. The parent/guardian will be notified as promptly as possible.
- When the open-enrollment application is submitted for new resident and resident transfer students, the parent/guardian will be notified as promptly as possible.

**Waiting Lists**

If the parent/guardian submits an open-enrollment application and the application is denied because of insufficient capacity (as described in Policy JFB), the student will be placed on a waiting list for open enrollment. The principal/principal's designee shall keep a separate log of waiting-list applicants. The principal/principal's designee shall ensure that the District office is regularly provided with current waiting-list information. Applications for students on the waiting list will be considered on a first-come, first-served basis.