Open Enrollment Protocol

Parents may apply for open enrollment in a school outside their attendance area and such applications shall be approved if there is space available in the requested school and the application has been submitted on or before May 1 in accordance with the regulations accompanying district policy **JFBA.** Students, including home-schooled students desiring to take classes on a part-time basis within a designated attendance area shall have priority in registering in that school. Students exercising choice under the Federal No Child Left Behind Act (NCLB) have priority over other students in the exercise of open enrollment under this policy.

In the event the population of the attendance area increases to fill the building with attendance area residents or students from outside the attendance area who may have a right to attend the school under NCLB choice option, transfer students may be asked to enroll in another school. A parent can request that their child be put on a waiting list. When there is room, it will be decided on a first come-first serve basis. When a student finishes a year at a particular school, that school will be considered the school of record for that student unless they move into the attendance area of another school. If they choose to attend a school other than the one they completed the year prior, then they must complete and open enrollment or transfer form and follow the policy. Open enrollment and transfer students attending a school outside their attendance area shall be granted admission on a year-to-year basis.

Parents and/or students, who desire a change of school after May 1, must submit a letter together with the required form requesting a transfer. The request shall be reviewed and acted upon in accordance with the regulations accompanying this policy.

To reiterate, applicants for open enrollment/request for transfer will be accepted on a first come-first served basis, as stated above, regardless of the reason for the request.

Open Enrollment Form

Date:_____   School Year:_____

Student's Name_____   Grade Level:_____

Parent(s)/Guardian Name_____

Address:_____City:_____Zip:_____

Home Phone:_____Work Phone:_____

Home School:_____

School Requested_____

As the parent/guardian of the above-named student, I understand:

- Enrollment is contingent upon a student's providing his own transportation.
- A transfer will be valid for no more than one academic year.
- Approval of this request is for the above-named student. It does not insure approval of siblings.
- If there are any overcrowded conditions because of this transfer, the student(s) involved may be returned to the school in the attendance area in which they reside at any time during the first ten (10) days of the school and at the beginning of the second semester.

Parent Signature:_____Date:_____

I have received the above request and: _____approve

_____deny for the following reason:

_____

_____

Administrator Signature:_____Date:_____

_____

For District Use Only: Montezuma-Cortez School District RE-1

Date & Time Received:_____ Initials_____