

Controlled Open Enrollment Plan

Washington County offers controlled open enrollment in addition to existing choice programs such as virtual courses, advanced placement, dual enrollment, home education, alternative education, and career and technical education. Parents have the opportunity to request a school other than the school in their designated attendance area or from out of county. All students will be considered eligible, except those under an expulsion/suspension order or if the specific school in Washington County is at capacity. All approved students participating in the controlled open enrollment plan must adhere to the Washington County School District attendance policy.

1. Application process:

- a. Application forms are available at each school, the District Office, and on the Washington County School District Website. This application process allows parents to declare school preferences.
- b. Applications will be required when a parent living in another district is requesting attendance in a Washington County School. The application process will also require a release from the county of residence. Applications will need to be completed on an annual basis.
- c. Applications will be required when a parent of a Washington County student is requesting attendance in another district and the Superintendent's Office will include a letter of release from our District.
- d. Applications must be submitted by May 1 of each year. Applications will be accepted outside the open enrollment period.
- e. A separate application is required for each child in the family if they are attending different schools.

2. Method of determining capacity of schools:

The relationship between a school's enrollment numbers and its permanent student workstations determines its capacity.

3. Capacity determination for each District School:

A school's capacity designation is key to the School Choice process, as it informs decision-making in regards to requests to place out-of-zone students at any given school. If a school's enrollment exceeds its established utilization rate, the school is deemed "over-capacity." A Washington County School will be determined to be at capacity, whenever it reaches 95% capacity.

4. Identification of schools that have not reached capacity:

As of February 1, 2017, no Washington County School has reached capacity.

5. Class size standards:

Washington County follows Florida Statute requirements regarding class size. Additional sections, programs and grades will not be created solely for school choice.

6. Lottery procedure for determining student assignment if transfer requests exceed available space:
A committee will be appointed by the Superintendent to develop a lottery process. The lottery process is a random selection process for filling available student spaces if the number of applicants for a school should exceed the number of available seats. If there are more applicants than available seats, assignments will be made through the lottery process.
7. Provision for a parent to request placement of siblings within the same school:
Preference will be given to parents allowing siblings to attend the same school. Parents should indicate on the application form names of siblings that will be attending the same school.
8. Appeals process for hardship cases:
If a parent believes the denial of their request for school reassignment creates a hardship for the family, he/she may appeal in writing to the Superintendent. An appeal must be received in the Superintendent's office no later than fifteen (15) calendar days from the date of the denial. The Superintendent shall select a committee to hear the appeal.
9. Availability of transportation:
The parent/guardian is responsible for the transportation of a student approved to attend a school of choice through the open enrollment process.
10. Method and timeline for notifying a parent of his/her child's placement for the next school year:
Applications must be submitted by May 1 of each year. Parents will be notified of their child's school assignment by June 15 of each year. If applications were received outside of the deadline, parents will be notified within 30 days.
11. Controlled Open Enrollment approval will include the following:
 - a. Priority for school assignment will be given to families living in the school's attendance area and to students already attending that particular school.
 - b. Preference will be given to children of active duty military personnel whose move resulted from military orders.
 - c. Preference will be given to children who have been relocated due to foster care placement in a different school zone.
 - d. Preference will be given to children who moves due to a court-ordered change in custody due to separation or divorce, or serious illness or death of a custodial parent.
 - e. Preference for an employees' child (children).
12. The School District will maintain information with the Student Information System of students that approved through this enrollment plan. The data will be reviewed periodically to determine the impact of socioeconomic, demographic and racial balance of the district. This review may result in further revisions to the controlled open enrollment plan.