

Open Enrollment (Inter-District)

The district will consider admission requests from Colorado students who do not reside within the boundaries of the school district but who wish to attend a particular school or program within the district in accordance with the following regulations.

1. Determination of Residency

Any questions about a student's residency status must be resolved prior to application for admission. These regulations apply to all Colorado students who do not reside within the boundaries of the school district.

2. Requests for Admission

Before considering requests for admission from nonresidents, priority shall be given to resident students who apply under the District's open enrollment transfer plan.

Nonresident, out-of-district students may apply for admission to a district school at the beginning of a new school year by filing the approved form on or before April 30 of the preceding school year.

Requests for admission as a nonresident student must be initiated by the parent/guardian by filing an "Application for Attendance", JFBB-E1, with the principal of the school which the student wishes to attend.

Forms will be available in every school building and in the central administrative office.

Copies of this Regulation will accompany the application.

Students must submit an admission request in accordance with these regulations regarding each school or program for which enrollment is requested within the district. Each principal will maintain a file of all enrollment requests received from nonresidents. The principal will make the decision as to whether an application is accepted or rejected based on criteria established in state law, Board policy and regulations. Admission will be granted on a first come/first served basis for each school, grade level, and program. Open enrollment transfer requests made by district residents shall be given preference over open enrollment requests made by non-district students. Based on capacity limits provided by the Executive Director of Human

Resources and the Executive Director of Student Services, the principal will determine if

acceptance of the student would cause an over capacity condition to exist. If acceptance of the student would cause an over capacity to be reached, the student will then be denied admission and offered placement on the lottery waiting list. In order to determine if a student has special education needs, the principal must review a copy of the student's IEP (Individual Education Plan) with the Executive Director of Student Services. If a review of the student's needs and service delivery determines that acceptance of the student would cause program capacity to be exceeded, the student will be denied admission and offered placement on the lottery waiting list. The principal will notify the parents and student of approval or rejection of an admission request.

Approval of a request to enroll will be reviewed based on compliance with the following:

- a. Actual enrollment and attendance prior to October 1 of the school year for which admission is sought.
- b. Receipt of all applicable records.
- c. Satisfaction of all district requirements for admission.

In the event any information is falsified or withheld from the district during the admission process, approval for admission will be withdrawn immediately. Any student who fails to meet academic, behavioral, or attendance standards may have his or her permission to attend revoked at the end of a current semester.

Once a school has reached capacity for a school year, out-of-district applicants will be placed in a lottery pool from which random names will be drawn, as capacity is determined available. The lottery pool will be by school, grade level, and special. Via the Lottery System described in this regulation, students from the lottery pool will be periodically selected for admission prior to October 2.

Any applicant not enrolled prior to October 1 of a given school year will be notified that they may reapply for a subsequent year.

Building principals are to maintain a list of students in the lottery pool and forward completed applications to the Executive Director of Human Resources, where they will be kept.

3. Determination of Building Capacity and Program Availability

During April of each school year the Building Principal will meet with the Executive Director of Personnel and the Executive Director of Student Services to determine a Building Capacity for Regular Education and Special Education Students. The capacity determination will be based on space available; program availability; staff availability; building usage; area growth/decline potential; current and projected needs of special education students; building and district cost factors; out-of-district preference forms, JFBB-E1, from current out-of-district students; and any factor promoted mutually by the Building Principal, the Executive Director of Human Resources, and the Executive Director of Student Services and permissible to consider by state or federal law.

In providing for admission of nonresident students, the school district shall not:

- a. Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.
- b. Establish and offer any particular program in a school if such program is not currently offered in such school.
- c. Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites and required levels of performance.
- d. Enroll any nonresident student in any program or school after October 1.

4. Lottery System

Any out-of-district student not enrolled due to capacity and if the parent/guardian wishes will be placed into lottery pool. As space and/or program availability is determined in a particular grade level in a particular school and/or a particular program, a random selection from those students in the lottery who requested admission will occur. To be granted admission the random selection must be within building capacity and if needed within special program capacity as determined by principal's review with the Executive Director of Student Services as to need and services required on the student's

IEP (Individual Education Plan). Selections will be made until the school, grade level, and/or program has again reached capacity. Lottery selection(s) could be held periodically from May 1 through September 30 as determined by mutual decision of the Executive Director of Human Resources and the Executive Director of Student Services.

When the number of people available in the lottery matches the number of vacancies determined to be available in specific grade levels in specific schools and/or in specific programs, a lottery will not be necessary and all available to take those slots will be granted admission.

After October 1 of each year, the lottery pool will be eliminated.

5. Grounds for Denial of Admission

Grounds for denial of admission to a nonresident, out-of-district student, who otherwise complies with the district's policies and procedures are limited to the following:

The student has been expelled from any school district in the preceding 12 months or is in the process of being expelled because of habitually disruptive behavior (as defined in law) or for committing a serious offense for which expulsion is mandatory.

The student has engaged in behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other pupils or of school personnel.

The student has graduated from the 12th grade of any school, is in receipt of a document evidencing completion of the equivalent of a secondary curriculum, or has reached the 21st birthday.

There is a lack of space or teaching staff in a particular program or school requested; in which case priority will be given to resident students applying for admission to the program or school.

The school requested does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student or does not offer the particular program requested.

The student does not meet the established eligibility criteria for participating in a particular program including age requirements, course prerequisites and required levels of performance.

6. Athletics

Nonresident students who enroll within the district in accordance with this policy will have the same curricular and extracurricular status as all other students attending the school, limited only by rules of the Colorado High School Activities Association (CHSAA).

Eligibility for participation in interscholastic athletics will be determined in accordance with the rules of the Colorado High school Activities Association (CHSAA).

7. Procedures for Resident Students who become Nonresidents

Students enrolled in elementary school who become nonresidents after they are enrolled in the elementary school may continue to attend their elementary school subject to the following requirements:

- a. The student was included in the district's most recent October 1 student enrollment count and has been enrolled continuously in elementary school since the count was taken.
- b. The parent or guardian has submitted a written request to the principal asking for the student to remain enrolled or to re-enroll in the school.
- c. The request has been approved by the principal after a determination that space exists in the school to accommodate the student.

Secondary students who become nonresidents during the school year may complete the semester or other term for credit. Seniors who become non-residents during the school year may complete the school year for credit.

8. Transportation

Transportation for nonresident students who enroll in the district shall be furnished by the parents unless it is determined that transportation is necessary for the district to comply with state and federal law requirements for homeless and disabled students.

9. Nondiscrimination

The Board, the superintendent, other administrators and teachers shall not make any distinction on account of race, sex, color, religion, national origin, marital status or disability of any student who may be in attendance or who seeks admission to any school maintained by the district in the determination or recommendation of action under this policy.

10. Special Education

Once determination of building capacity and program availability has been made, requests from the parents of special education students for admission shall be considered in accordance with applicable state and federal laws. The student's current Individual Education Plan (IEP) shall be used to determine if the requested school or program can meet the student's needs.

Approval Date: September 1994

Revised: May 2000

LEGAL REFS.: C.R.S. 22-1-102 (2)
C.R.S. 22-20-109
C.R.S. 22-32-113 (1)(c)
C.R.S. 22-32-115
C.R.S. 22-32-116
C.R.S. 22-33-103
C.R.S. 22-33-106 (3)
C.R.S. 22-36-101 *et seq*

CROSS REFS:

JCA/JFBA/JFBB, Open Enrollment
JF, School Admissions
JFAB/JFABA, Admission of Non-Resident and Homeless
Students/Tuition Charges.

PROCEDURE FOR OUT OF DISTRICT STUDENTS SEEKING ENROLLMENT IN MAPLETON

The current Out of District Student process was developed in 1997. Below is a summary of the process for regular education and special education students. Your building principal should know this process and be handling the students who are applying for admission. Principals are to maintain a file of all enrollment requests received from non-residents. Copies of the green Application for Attendance (JFBB-E1) and the Regulation JFBB-R will be available in every school. Please call Student Services and ask for the Executive Director of Student Services if you have questions about this process.

- 1) The Out of District Student (and parent) contact the school they would like to attend. The building has them complete the Application for Attendance (JFBB-E1). Note that the application form does not ask if the student receives special education services, so as not to discriminate.
- 2) There are two capacity figures, one for regular education and one for special education. Based on capacity figures the school tells the parent if they have capacity or not.
- 3) If regular education enrollment is at capacity, the applicant should be placed in a lottery pool. As space becomes available for additional students, names should be drawn from the lottery pool to fill openings. If the school is not at capacity in regular education or the student is drawn from the lottery pool, the Principal should inquire of the parents if the student has an IEP. If no IEP is in effect, students can be accepted for enrollment if regular education capacity exists. If an IEP is in effect, the Principal should request a copy of the IEP and then consult with the Executive Director of Student Services to determine if the student's needs can be met within current special education program capacity. Then the application can be accepted or denied for enrollment. The parent should be told that until the Principal and the Special Education Director can review the IEP considering capacity, no decision can be made about acceptance of enrollment. Do not tell the parent to call Student Services.
- 4) The principal notifies the parent and student of approval or rejection of an admission request both for regular education and for special education.

- 5) If the special education student is accepted, the parent and student are asked to fill out the intake paperwork at the ISC to assure appropriate implementation of the IEP and assure that all of their special education records are sent for and received.

Please Note: If the student is not accepted, all paperwork and notification is handled by the principal and school building personnel all lottery pools are eliminated after October 1, of the school year.

In the event that any information is falsified or withheld from the district during the admission process, approval from admission will be withdrawn immediately. Any student who fails to meet or attendance standards may have his or her permission to attend revoked at the end of the current semester.

Once a school has reached capacity for a school year, out-of-district applicant will be placed in a lottery pool from which random names will be drawn, as capacity is determined available. The lottery pool will be by school; grade level; and special. Via the lottery system described in this regulation, students from lottery pool will be periodically selected for admission prior to Oct. 2.

Refer to Board Policy JFBB-R for more specifics on grounds for denial, transportation, athletics, etc.

School Year Applying for _____
District of Residence _____
Zip Code Within District of Residence _____

APPLICATION FOR ATTENDANCE

Approval for attendance in Mapleton Public Schools is non-discriminatory and based on availability of space, program(s), staff, and student qualifications.

Applicants may apply at any time; however, according to School Board Policy, no out-of-district applications will be considered after October 1st of the current calendar year.

Date of Application: _____ School Applying For: _____ Grade Applying For: _____
Student's Full Name: _____ Date of Birth: _____ Age: _____
Student's Current Address: _____ Student's Current Phone Number: _____
Parent/Guardian Name: _____ Parent/Guardian Phone Number: _____
Name of Person With Whom Student is Currently Living: _____
Relationship to Student: _____ Work Phone of Person With Whom Student is Living: _____
Home District: _____ Home School: _____ How Long in Attendance There? _____
Contact Person at Home District: _____ Phone: _____

Give Specific Reason/s for wishing to attend Mapleton Public Schools: _____

Please write a statement describing the student at their last school of attendance in the following areas:

Academic Achievement: _____

Social Interaction: _____

Citizenship/Discipline/Behavior: _____

Other School Activities: _____

Has this student ever been expelled, or is he/she in the process of being expelled from school? Yes _____ No _____

If "Yes" please state official reason: _____

Signature of Parent/Guardian: _____ Date: _____