

OPEN ENROLLMENT

The District has an open-enrollment program as set forth in A.R.S. [15-816](#) *et seq.*

Definition

Nonresident pupil means a pupil who resides in this state and who is seeking enrollment in a school district other than the school district in which the pupil resides.

Enrollment Options

District resident pupils may enroll in another school district. Nonresident pupils may enroll in schools within this District, subject to the procedures that follow.

Information and Application

The Superintendent shall prepare a written information packet concerning the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it.

The information packet shall include the enrollment application form and shall advise applicants that they must submit enrollment applications during the period of **February 1 through May 15** to be considered for enrollment during the following school year.

Capacity

The Superintendent shall annually estimate how much excess capacity may exist to accept transfer pupils. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:

- District resident pupils, including those issued certificates of educational convenience and those required to be admitted by statute.
- The enrollment of eligible children of certificated employees (in order to encourage qualified certificated employees to join the staff, children of certificated employees will be enrolled without payment of tuition).
- Nonresident pupils who were enrolled in the school the previous year.

The Governing Board shall make the final determination of excess capacity. The excess-capacity estimates shall be made available to the public in March of each year.

Enrollment Priorities

If the Governing Board has determined that there is excess capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories from the pool of pupils:

- Who have properly completed and submitted applications; *and*
- Who meet admission standards.

Enrollment priorities and procedures for selection shall be in the order and in accordance with the following:

- Enrollment preference shall be given to nonresident pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.
- Enrollment preference shall be given to nonresident pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

Admission Standards

A pupil who has been expelled by any school district in this state or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court shall not be admitted. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions.

A school shall not admit a pupil if the admission of the pupil would violate the provisions of a court order of desegregation or agreement by a school or district with the United States Department of Education Office for Civil Rights directed toward remediation of alleged or proven racial discrimination.

Notification

The District shall notify the emancipated pupil, parent, or legal guardian in writing by **May 31** whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. The District shall also notify the resident school district of an applicant's acceptance or placement on a waiting list. If the applicant is placed on a waiting list, the notification shall inform the emancipated pupil, parent, or legal guardian of the date when it will be determined whether there is capacity for additional enrollment in a school. If the pupil's application is rejected, the reason for the rejection shall be stated in the notification.

Exception

Should there be excess capacity remaining for which no applications were submitted by the date established, the Superintendent, shall authorize additional enrollment of nonresident pupils:

- Up to the determined capacity.
- On the basis of the order of the completed applications submitted after the notification date established in this policy.
- Without regard to enrollment preference.
- As long as admission standards are met.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. [15-816](#) *et seq.*

CROSS REF.: [JF](#) - Student Admissions

[JFAA](#) - Admission of Resident Students

[JFAB](#) - Admission of Nonresident Students



Cochise School District No. 26

5025 N. Bowie Ave.

P.O. Box 1088

Cochise, AZ 85606

(520) 384-2540

(520) 384-4836 Fax

Karl O. Uterhardt, Superintendent

OPEN ENROLLMENT

ATTENDANCE APPLICATION – *Please complete one application per student*

File this application at the school district office

Student's name _____
Last First M.I.

Grade for **2018-2019** SY _____ Birth Date _____ Home Phone _____

Work phone _____ Message Phone _____

Parent's name _____
Last First

Home address _____
Street City Zip

The above-named student: resides outside the school district; or
 resides within the school district,
if so please bring your **2017** property tax bill

Present school of attendance

School _____ District _____

City _____ County _____

Request assignment to Cochise Elementary School Dist. No. 26 for school year 2018-2019

Is the above-named student:

Yes No

Yes No

Yes No N/A

Yes No N/A

Yes No N/A

Expelled or long-term suspended from any school or school district?

Currently subject to expulsion or long-term suspension from a school or school district?

In compliance with conditions imposed by a juvenile court?

In compliance with a condition of disciplinary action in any school or school district?

* Currently receiving special education services under an IEP?

Note: The following conditions apply to the open-enrollment program:

1. An attendance application must be completed and submitted between February 1st and May 15th.
2. Enrollment is subject to the capacity limit established for the school and/or its grade levels.
 - * The special education program at Cochise Elementary School is currently at capacity. If your child qualifies as a special education student they will be added to the waiting list.
3. On or before May 31st, the parent or legal guardian will be notified in writing whether the application has been accepted, rejected, or placed on a waiting list.
4. Transportation for the student may be the responsibility of the parent or legal guardian.
5. Providing false information on this form may result in the application being denied or admission being revoked.

The signatory affirms that the student will abide by the rules, standards, and policies of the school and the District if enrolled.

Signature of Parent or Legal Guardian

Date

FOR DISTRICT USE ONLY * DO NOT WRITE BELOW THIS LINE

Student Number _____

Date/Time Filed _____

Accepted

Placed on waiting list

Rejected - Reason for rejection:

District Administrator

Date

Copies sent by school to applicant.

Date sent: _____