

## **School Choice – Open Enrollment and Transfer Regulations**

### **1. Designation of Open Enrollment Choice Window and Post-Window Application Period**

The priority open enrollment choice window will open on November 1<sup>st</sup> or the first school day following November 1<sup>st</sup> and will close on February 15<sup>th</sup> or the last school day prior to February 15<sup>th</sup>. After the priority window closes, applications for current District 11 students will be accepted through October 1<sup>st</sup> of the applicable school year. Students new to the district wanting to submit an open enrollment application may do so at any time of the year prior to enrolling in their neighborhood school. Magnet programs/schools may have additional application criteria and enrollment windows (see JFBA/JFBB-R-2).

### **2. Processing Open Enrollment Choice Applications.**

Choice enrollment application forms will be available in every school building and in the central administrative enrollment office as well as on the District 11 website.

Parents/guardians should submit the Choice Open Enrollment Application (See Exhibit JFBA/JFBB-E) to the Principal of the school the student wishes to attend (receiving school). The receiving school Principal will make the decision as to whether a choice enrollment application is accepted or denied based on the criteria established in state law and/or Board policy (See Board Policies JFBA/JFBB and JC). The receiving school Principal will notify the parents/guardians of the decision in writing.

Parents/guardians who have submitted an open enrollment choice application to a given school within the priority open enrollment window will be notified of the enrollment decision no later than 10 school days after the close of the priority open enrollment window. Applications submitted after the close of the priority open enrollment window will be reviewed and acted upon within 10 school days of receipt. Applications received during the priority open enrollment choice window will be considered and acted upon prior to consideration of applications received after the close of the priority open enrollment window.

Those parents/guardians who submit an open enrollment choice application that is not approved will be notified in writing and will be placed on a waiting list in the order in which the applications are received within their respective priority category. The waiting list will be maintained by the school Principal or designee through October 1<sup>st</sup> of the applicable school year.

Applicants accepted to a school through the open enrollment process must advise the school of their intent to enroll within 5 school days of receipt of the notice of acceptance.

The District's Communications office is responsible for developing and implementing a communication plan for notifying the community about the Choice Open Enrollment timelines and process not later than 30 days before the start of the enrollment window.

### **3. Appeal procedure**

Applicants may appeal the decision by contacting the Superintendent or designee. A copy of the denied application must accompany the appeal request.

Approved November 30, 1994  
Revised November 2, 2001

Revised August 2003  
Revised February 2010  
Revised April 24, 2019  
Reviewed December 9, 2020

LEGAL REFS.: C.R.S. 22-1-102 (*definition of District resident*)  
C.R.S. 22-32-110 (1)(m) (*power to fix boundaries*)  
C.R.S. 22-32-116 (*if student becomes non-resident*)  
C.R.S. 22-36-101 *et seq.* (*open enrollment*)

CROSS REFS.: IIB, Class Size  
JC, School Attendance Areas and School Building Capacity  
JFBA/JFBB, School Choice-Open Enrollment and Transfers  
JFBA/JFBB-R-2, Magnet Schools/Programs  
JJIB, Interscholastic Sports  
CHSAA By-laws and Handbook