

School Choice – Open Enrollment and Transfer Regulations

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

The open enrollment choice window will open on November 1st or the first school day following November 1st and will close on February 15th or the last school day prior to February 15th. Post-window applications will be accepted from the end of the enrollment window through the first school day following Labor Day of the applicable school year. No applications will be accepted from the end of the post-window application period until the start of the open enrollment choice window for the subsequent school year.

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. 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.

An open enrollment choice application shall be initiated by the parent/guardian by filing the approved form (file JFBA/JFBB-E) with the Principal of the school which 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 (FILE: JFBA/JFBB and JC). The receiving school Principal will notify the parents/guardians of the decision.

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

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 category. The waiting list will be maintained by the school Principal or designee through the first school day following Labor Day of the applicable school year.

Applicants must advise the school of their intent to accept the open enrollment school assignment within 5 school days of receipt of the notice of application approval.

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.

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
JFBA/JFBB, School Choice-Open Enrollment and Transfers
JJIB, Interscholastic Sports
CHSAA By-laws and Handbook