
Open Enrollment Boundary Variance Guidelines and Procedures

Davis School District

Related DSD Policy 5S-001
May 7, 2013

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EARLY ENROLLMENT

1. On November 15 each year, using the open enrollment threshold and the maximum capacity, the Director of Planning Department will calculate the number, if any, of boundary variances that may be granted to nonresident students to bring a school's enrollment up to the open enrollment threshold.
2. A school principal or designee may accept approved early boundary variance requests up to 1.5 percent beyond the open enrollment threshold issued by the Director of Planning, as long as it does not require additional staffing or facilities.
3. Early open enrollment applications will be accepted between December 1 and the third Friday in February to begin the following school year.
 - a) All early open enrollment applications for intradistrict students will be assigned a sequential number (beginning with 1, 2) by the school as they are received. If a sibling preference is being granted, the request shall be assigned two numbers when received. The school shall disclose the number(s) to the parent at the time the request form is submitted.
 - b) All early open enrollment applications for interdistrict students will be assigned a sequential number (beginning with 1A, 2A) by the school as they are received. These applications shall be processed independent of intradistrict applications, allowing for a preference of students who reside within the District.
4. The random selection process shall be conducted on the first school day following the close of the early enrollment period:
 - a) the Planning Department shall publish a computer generated random sequence number list based on the largest number of intradistrict early open enrollment applications at any one school.
 - b) if the number of intradistrict boundary variance requests exceeds the 1.5 percent variance limit, the school shall rank the variance requests according to the random sequence number list. Those requests which fall within the 1.5 percent open enrollment threshold as published on November 15 shall be approved.
 - c) the random selection process shall continue beyond the number of intradistrict boundary variances allowed at a particular school to include assigning the order of the waiting list for those not being granted a boundary variance through the early enrollment process.

CROSS LEVELING

1. In an effort to accommodate additional intradistrict boundary variance requests beyond the 1.5 percent variance limits, while maintaining a desirable enrollment balance between schools, the school directors shall convene a meeting of all school principals to facilitate direct and multi-school exchanges after the random selection process is completed.
2. Each principal will bring to the meeting a list of desired, but not previously approved, intradistrict boundary variance requests. This list should be sorted by the school the applicant wishes to attend then by rank order from the original random sequence number list.

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3. In this meeting the school principals shall first complete direct exchanges under the direction of the school directors. The lists shall be compared and additional variance requests approved on a "one-for-one" basis. (e.g., If LHS has 12 more students wanting to come from NRHS and NRHS has 19 students wanting to come from LHS - then the first 12 students on each school's list are approved.)
4. Following completion of the direct exchange at this meeting, the school directors shall facilitate multi-school exchanges that will leave schools in balance yet allow more student transfers. A computer program may be used to manage this exchange. (e.g., 7 WXHS students who didn't receive a boundary variance approval in the earlier step want to go to BHS / 6 VHS students want to go to WXHS / 5 BHS students want to go to VHS. The first five students on each list are approved for transfer. In this case 15 more students are granted a variance while all schools stay in balance.)
5. If a school still has available space after completion of the cross leveling process, interdistrict early open enrollment applications may be granted a boundary variance through a random selection process of all interdistrict early open enrollment applications received at a particular school.

LATE ENROLLMENT PERIOD FOR FOLLOWING SCHOOL YEAR

1. On or before April 1st each year, based on the adjusted capacity, the Director of Planning will set the open enrollment threshold for each school for the remainder of the late enrollment period.
2. If the adjusted open enrollment threshold calculated after the early enrollment period identifies available spaces at a school for the following school year and:
 - a) a waiting list remains of students desired but not receiving a boundary variance through the early enrollment process, any applications received during the late enrollment process shall be placed at the end of that waiting list in the order they are received;
 - b) no waiting list exists and there is space available for the following school year the principal or designee may review the requests and accept or reject them in the order they are received.
3. Principals may work together throughout the school year to accommodate additional trades which best serve the needs of the students and schools involved. These trades should honor the order of the waiting list maintained by the school as much as possible.

LATE ENROLLMENT FOR CURRENT SCHOOL YEAR

1. A student's parent or guardian may submit an open enrollment application to the school they desire to have the student attend at any time during the school year for admission to a school that is not the student's school of residence for the current school year.
2. If at the time the application is submitted, a waiting list exists, the student's application will be added to the bottom of the waiting list and the parent or guardian will be notified of the student's position on the list.
3. If at the time the application is submitted, no waiting list exists and there is space available for the current school year, the principal may grant a boundary variance at any time during the school year.

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4. Should a student attending a school on a boundary variance withdraw from the variance school for any reason, the principal of the variance school may grant that boundary variance to the next student on the waiting list.

APPEALS

1. Appeals for denial or continuing enrollment in a nonresident school arising either from the early open enrollment period or late open enrollment period shall be heard by the Case Management Team.
2. Parents or guardians making an appeal for transfer request approval must present persuasive evidence that the process was not conducted in a fair manner or that a documented safety emergency exists. Harassment will not be considered as a justification for a hardship unless the administrator has been made aware of and provided an opportunity to address the issue.
3. The Team has the authority to place students beyond the open enrollment threshold limits if placement is deemed appropriate for a student and such placement does not unduly burden the staff or building capacity.

NOTIFICATION OF PARENTS

1. Written notification to the student's parent or legal guardian of acceptance or rejection of an early enrollment application, whether or not the random selection process is required, shall be mailed no later than March 31 each year.
2. Written notification to the student's parent or legal guardian of acceptance or rejection of a late enrollment application for the following school year shall be mailed as soon as reasonably possible but in no event later than the Friday before the school year begins.
3. Written notification to the student's parent or legal guardian of acceptance or rejection of a late enrollment application for the current school year shall be mailed within two weeks of the application's submission.