

## OGDEN SCHOOL DISTRICT SCHOOL CHOICE PROCEDURES

### BOUNDARY EXCEPTIONS:

- a. All students may attend their designated neighborhood school without consideration of enrollment capacity. Students who wish to attend a school other than their resident school may submit a Standard Open Enrollment Application to their school of choice during the early enrollment period, December 1 through April 30, for the upcoming school year.
- b. A student's application may be denied or a student may be excluded from enrollment based on:
  1. Unavailability of space in a building or capacity in a program (last enrolled; first excluded);
  2. Unavailability of a program the student requires.
  3. The student having committed serious infractions of the law or school rules, including rules of the district in which enrollment is sought, or having been guilty of chronic misbehavior which would, if it were to continue after the student was admitted, endanger persons or property, cause serious disruption in the school, or place unreasonable burdens on school staff.
  4. Poor attendance in the boundary school
  5. Poor academic performance in the boundary school
- c. Students with prior behavior problems may be accepted with certain provisions. Conditions under which enrollment of such a student would be permitted may be established by the requested school in writing.
- d. The parents or guardians of transfer students are responsible for the student's transportation to and from school except as provided in Utah Code.
- e. False or misleading information regarding residence, legal guardianship, or other pertinent information will result in revocation of the student's enrollment.
- f. Student participation in interscholastic competition will be regulated by rules established by the Utah High School Activities Association (UHSAA) and the Utah State Board of Education (USBE). It is the parent or guardian's responsibility to verify and resolve any issues regarding their student's eligibility with UHSAA.
- g. For students with an Individualized Education Plan (IEP), appropriate district placement in a special education class will be reviewed and determined by the IEP team and receive approval from the Director of Special Education before a boundary exception is approved.
- h. Some district optional programs require submission of a separate application to the program and not a Standard Open Enrollment Application. Contact information for applications to district optional programs will be available at the school site.
- i. If a student is denied enrollment or continued enrollment under this policy, an appeal may be made to the OSD Student Advocacy Services. Contact the Student Advocacy Services Department at 801.737.7290 for information about appeals and enrollment options.

### **EARLY ENROLLMENT PERIOD APPLICATIONS (December 1 - April 30)**

The early enrollment period begins December 1 and continues through April 30. Prior to November 30 of each school year, the Superintendent or designee(s) will designate which schools will be available for open enrollment during the upcoming year.

- a. Some schools declared "open" during the early enrollment period, may be at capacity and unable to accept students after the window closes. The principal will deny applications if space is unavailable or programs are at capacity.
- b. Applications are available at each school site and Student Advocacy Services Department, 1950 Monroe Blvd. Ogden, UT 84401, Building 1 Suite 106. They must be completed and submitted to the school of choice site by the deadline of April 30.
  - a. Schools should send a copy of the completed form to Student Advocacy Services on or before May 17.
  - b. Student Advocacy Services will verify the geocode information.
- c. Early enrollment transfer requests do not require a release from the student's resident district.
- d. After the early enrollment period deadline passes, the principal will either accept or deny early enrollment applications. Principals will notify the students and parents in writing on or before May 17 of approval or denial of the application.
- e. Schools may not create waiting lists of students who were not accepted during the early enrollment period.
- f. Once enrolled, the student may remain enrolled in that school, subject to the same rules and standards as resident students, without renewed application as long as he or she complies with district rules and standards.
- g. The principal will notify students who are currently enrolled by March 15 if they are to be excluded for the next year due to the student's unwillingness to follow rules, policies, or for suspension or expulsion.
- h. As the student moves from elementary to junior high school, an application must be made for the junior high school of choice. As the student moves from junior high school to high school, an application must be made for the high school of choice.

### **KINDERGARTEN EARLY ENROLLMENT PERIOD APPLICATIONS (April 1 - April 30)**

Starting with the 2018-2019 school year, there will be an early enrollment period for students entering Kindergarten in Ogden School District. The early enrollment period for Kindergarten will begin April 1 - April 30, 2018.

- a. Some schools declared "open" during the early enrollment period, may be at capacity and unable to accept students after the window closes. The principal will deny applications if space is unavailable or programs are at capacity.
- b. Applications are available at each school site and Student Advocacy Services Department, 1950 Monroe Blvd. Ogden, UT 84401, Building 1 Suite 106. They must be completed and submitted to the school of choice site by the deadline of the last Friday in April.
  - i. Schools should send a copy of the completed form to Student Advocacy Services on or before May 17th).

- ii. Student Advocacy Services will verify the geocode information.
- c. Early enrollment transfer requests do not require a release from the student's resident district.
- d. After the early enrollment period deadline passes, the principal will either accept or deny early enrollment applications. Principals will notify the students and parents in writing on or before May 17 of approval or denial of the application.
- e. Schools may not create waiting lists of students who were not accepted during the early enrollment period.
- f. Once enrolled, the student may remain enrolled in that school, subject to the same rules and standards as resident students, without renewed application as long as he or she complies with district rules and standards.
- g. As the student moves from elementary to junior high school, an application must be made for the junior high school of choice. As the student moves from junior high school to high school, an application must be made for the high school of choice.

**BOUNDARY EXCEPTION (AFTER EARLY ENROLLMENT PERIOD) APPLICATIONS:**

- a. Boundary Exception requests (after early enrollment period) may be submitted to the school principal at any time during the current school year. Late enrollment applications (boundary exceptions) will require approval from the principal and Student Advocacy Services.
- b. Once enrolled, the student may remain enrolled in that school, subject to the same rules and standards as resident students, without renewed application as long as he or she complies with district rules and standards and as long as space is available.
- c. The principal will notify students who are currently enrolled by March 15 if they are to be excluded for the next year due to unavailability of space or program capacity; the student's unwillingness to follow rules and policies; or for suspension/expulsion.
- d. Guest status is only valid for the current school level (i.e., *elementary, jr. high, high school*) As the student moves from elementary to junior high school, a new application must be made for the junior high school of choice. As the student moves from junior high school to high school, an application must be made for the high school of choice.
- e. The principal will determine if space is available to accommodate the request.
  - a. For any student who applies late (*after April 30th*) for school choice, the following needs to occur:
    - A copy of the Late Application (boundary exception) needs to be sent to Student Advocacy Services
    - Principal in consultation with Student Advocacy Services will determine if late enrollment (boundary exception) will be approved and under what conditions.
- f. A student on a Late Enrollment Period Transfer may have his/her transfer rejected during the school year if the student does not comply with district disciplinary, attendance policies, school rules or as a result of being suspended or expelled from school.
- g. Students granted a Late Enrollment Period Transfer who live outside the district boundaries, must obtain a release from their resident district.

**BOUNDARY EXCEPTION APPEAL PROCESS:**

- a. Denial of initial or continuing enrollment in a nonresident school may be appealed. The parent or guardian of the student may appeal the denial to Student Advocacy Services. An appeal must be filed within ten (10) school days of the date of the written notice of the denial or rejection of the transfer. A written statement indicating their intent to appeal and describing the reasons for appeal.
- b. The request for an appeal will be accompanied by a copy of the written notice denying the transfer, a statement of the facts surrounding the denial, and the reasons the appellant seeks to have the denial reversed.
- c. The request for appeal may also include relevant legal authority or argument.
- d. The Assistant Superintendent of Student Advocacy Services will review the appeal and make a decision within 10 school days of receipt of the written request for an appeal.
- e. Notice of the decision will be mailed to the appellant.