



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

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2930 Gay Avenue, San José, CA 95127 · Phone: 408-928-6800 · Fax: 408-928-6416 · [www.arusd.org](http://www.arusd.org)

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## Middle School Open Enrollment Application Guidelines

### **What is Open Enrollment?**

Open enrollment allows parents and students to select which middle school they wish to attend starting in the 2019-2020 school year. In this process, parents and students may select up to three middle schools they wish to attend (at least one of which must be the student's neighborhood middle school). Students will be placed on a space available basis.

Please note: parents are responsible for student transportation to and from school. The district is not able to provide transportation for students.

### **Application Process**

Applications are available online at [www.arusd.org](http://www.arusd.org), at all schools, and at the Student Services Department (2930 Gay Avenue San Jose, CA 95127).

Students may apply to a school, indicating a maximum of three schools. One choice must be the student's home school.

Misrepresentation of information or multiple applications will invalidate the open enrollment request.

### **Selection Process**

All students who select their neighborhood middle school as their first choice or who do not select a school will be assigned to their neighborhood middle school.

If there is space available at a requested school, priority will be given to students that currently have a sibling attending the requested school.

The number of students selected to attend a specific school will be based on space available at each grade level.

Parents will be notified by letter of their child's school by the Student Services Department.

### **General Information**

To help parent/guardians identify schools to consider for open enrollment, visits to observe schools may be scheduled by contacting individual middle school offices.

The principal reserves the right to make a recommendation to the Student Services Department at the end of each semester for a student who is demonstrating unacceptable behavior and/or poor attendance. Prior to the recommendation, the principal, in collaboration with the student and the parent, will develop an improvement plan. The plan, not to exceed four weeks, will allow the student time to demonstrate improvement in behavior and/or attendance.

Once a student is removed from a school for unacceptable behavior or attendance, they may not reapply to that school for the next year.

Special Education Student Open Enrollment Applications will be reviewed by the Special Education Department. Placement at a requested school will be based upon program availability.

Once a student is granted enrollment into a requested school that school becomes the student's neighborhood school until the student transitions to high school. Parents do not need to submit a yearly Open Enrollment Application.

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Hilaria Bauer, Ph.D., Superintendent

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