

request as soon as reasonably possible but in no event later than March 31.

- [e] If the number of requests exceeds the number of available spaces identified in 2.2.1[d] above, student applications shall be selected on a random basis except that the school will exclude requests that would exceed the capacity of a particular program, class, or grade level; and the school will give preference to siblings of students presently enrolled in the school and students who reside within the District.
- [f] The random selection process shall be conducted on the first school day following the close of the open enrollment period, in accordance with District guidelines.
- [g] The names of those students not being granted a boundary variance through the random selection process shall be placed on a waiting list at the school. The order of names on the waiting list shall be determined by a continuation of the random selection process. Students whose name is on the waiting list need not submit an additional application under the Late Enrollment Period for attendance the following school year.
- [h] In an effort to accommodate the maximum number of variance requests, while maintaining a desirable enrollment balance, cross-level exchanges will be carried out under the direction of the Planning Director after the random selection process is completed.
- [i] Written notification to each applicant student's parent ~~or legal guardian~~ of acceptance or rejection of a boundary variance request, whether or not the random selection process is required, ~~shall be mailed~~ no later than March 31.
- [j] If at any time during the school year a student attending on a boundary variance withdraws from that school, the principal may fill that opening with the next name on the waiting list.

2.3. LATE ENROLLMENT

2.3.1. Designation of Available School or Program

- [a] On or before April 1 of each school year, the Director of Planning, shall consult with the Director of Admissions, the School Directors, and the Director of Special Education and determine the "late enrollment school capacity" or "adjusted capacity" based on the actual enrollment of students.
- [b] 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.
- [c] A school will be designated as open for late open enrollment applications by nonresident students if the enrollment level is at or below the open enrollment threshold.
- [d] Using the open enrollment threshold and the adjusted capacity, the Director of Planning will calculate the number, if any, of boundary variances that may be granted to nonresident students to bring the school's enrollment up to the open enrollment threshold.
- [e] Schools shall provide notification to interested parties of the school's designation as outlined in section 2.4 of the policy and the procedure for applying for enrollment.

2.3.2. Application - Late Enrollment Period for **Following School Year**

Students may apply for a late enrollment boundary variance for admission for the next school year to a school that is not the student's school of residence as follows:

- [a] The student's parent ~~or legal guardian~~ shall submit a late open enrollment application to the school they desire to have the student attend between the third Friday in February and three weeks prior to the first day of the school year for initial enrollment to begin the following school year.
- [b] A one-time, non-refundable five-dollar (\$5.00) processing charge payable to the District will be charged at the time of the application.
- [c] If the adjusted open enrollment threshold calculated in section 2.3.1 above identifies available spaces at a school for the following school year and:
 - (i) a waiting list remains of students desiring 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;
 - (ii) 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.
- [d] The principal or designee shall ~~notify~~ provide written notice to the student's parent ~~or legal guardian~~ of acceptance or rejection of the request as soon as reasonably possible but in no event later than the Friday before the school year begins.
- [e] If at any time during the school year a student attending on a boundary variance withdraws from the school, the principal may fill that opening with the next name on the waiting list.

2.3.3. Application Process - Late Enrollment for **Current School Year**

Students may apply for a late enrollment boundary variance for admission for the current year to a school that is not the student's school of residence.

- [a] The student's parent ~~or legal guardian~~ shall submit an 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.
- [b] A one-time, non-refundable five dollar (\$5.00) processing charge payable to the District will be charged at the time of the application.
- [c] 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 legal guardian~~ will be notified of the student's position on the list.
- [d] 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.
- [e] The principal or designee shall review a late enrollment application for attendance in the current school year and notify the parents ~~or legal guardian~~ of the acceptance or rejection of the application within two weeks.
- [f] If an application is accepted, the school will provide written notification to the prior school of the student's transfer.