



# CARROLL

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## INDEPENDENT SCHOOL DISTRICT

# 2022-2023

## Open Enrollment Packet

**APPLICATIONS WILL BE ACCEPTED**

**BEGINNING MAY 9, 2022**

*The completed application form with all required items must be submitted  
in person or through U.S. Mail to:*

*Carroll ISD Administration Center -Student Services Department  
2400 N. Carroll Ave.  
Southlake, TX 76092*



# CARROLL

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## INDEPENDENT SCHOOL DISTRICT

# 202 -2022 School Year

## Open Enrollment Application Packet

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# CARROLL

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## INDEPENDENT SCHOOL DISTRICT

In June 2013, the Carroll ISD Board of Trustees approved the use of Open Enrollment for the admission of students who live within the City of Southlake, but outside the attendance boundaries of Carroll ISD.

The Carroll Independent School District has developed this packet as a resource for parents who might be considering Open Enrollment as an option for their child. In doing so, we have tried to anticipate every possible question and scenario in an effort to assist you in your decision-making. This packet includes policies and procedures, the application, a checklist, and some frequently asked questions...all important information to know prior to submitting your child's application. Any additional questions may be directed to the Student Services Department by e-mail at [Student.Services@southlakecarroll.edu](mailto:Student.Services@southlakecarroll.edu) or by calling 817-949-8255.

# Frequently Asked Questions

**Q: How does CISD define Open Enrollment?**

A: In general, Open Enrollment is the term that is used to define the school district's ability to accept applications for enrollment from students who reside outside the Carroll ISD boundaries. In the Carroll Independent School District, Open Enrollment specifically applies to students who reside within the city limits of Southlake but outside the current CISD attendance boundaries.

**Q: How will Open Enrollment Applications be accepted?**

A: The completed application form as well as the other required items must be submitted in person or by U.S. Mail to the Carroll ISD's Administration Center, Student Services Department, 2400 N. Carroll Ave., Southlake, TX 76092.  
**Applications will be accepted beginning Monday, May 9, 2021.**

**Q: Can I choose the school my child will attend?**

A: No. Seats will be filled based on space availability. The Open Enrollment application form does allow the applicant to rank their campus preferences.

**Q: How will seats be filled?**

A: In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

**Q: Will I need to pay a tuition fee for my child?**

A: No. Tuition fees will not be charged for the 2022-2023 school year.

**Q: Will the school district provide transportation for students accepted under the Open Enrollment policy?**

A: No. Transportation to and from school will not be provided to Open Enrollment students.

**Q: If my child is accepted for Open Enrollment for the 2022-2023 school year will they need to reapply again the following year?**

A: Yes. The Texas Education Code Sec. 25.036 stipulates that every district that has Open Enrollment must have an annual reapplication requirement.

**Q: If one child in a family is accepted, is/are their sibling(s) guaranteed automatic admission?**

A: No. Open Enrollment application is by student and not by family.

**Q: When will I be notified of my child's acceptance into Carroll ISD via the Open Enrollment Application?**

A: **You will be notified from the Student Services Department via e-mail on Friday, August 4, 2022 by end of day.**  
**If applicable, instructions for enrolling your student will be given. For new requests, please do not register your child until approved. Applications received on or after August 4 will be notified within five business days.**

**Q: What additional forms will be required?**

A: See checklist for all required forms for application.

**Q: Will my child be able to participate in all extra-curricular opportunities as a nonresident interdistrict transfer student?**

A: Yes, except as restricted by the University Interscholastic League (UIL), the governing body for many Texas extra-curricular activities. For example, a student who participates in varsity-level athletic competition may be ineligible to participate for one school year after the transfer. Specific questions must be answered on a case-by-case basis through the CISD Athletic Department. Answers to UIL participation questions may be found at the following link. <http://www.uil-texas.org/policy/tea-uil-side-by-side>

**Q: Once my child has been accepted, will they be given priority each year as a renewal over new Open Enrollment requests?**

A: Yes. An explanation has been provided within board policy FDA(LOCAL) - see page 8 of this packet.

**Q: Can I apply for the Carroll ISD Prekindergarten program under the Open Enrollment policy?**

A: Yes. Prekindergarten registration is held in early spring of each year. Currently the Prekindergarten program is at maximum capacity. Please contact Allison Fike with any questions regarding prekindergarten registration at 817-949-7056.

2022-2023  
School Year



**CARROLL INDEPENDENT SCHOOL DISTRICT**  
**Open Enrollment Attendance Request Application** per FDA(LOCAL)  
"Open Enrollment Attendance Request Application" must be completed  
annually prior to the beginning of each school year

(for Office Use Only)  
#22-  
CODE: Student Attribute: 06;  
Entry: 3

Student Information: (please check) ☐ NEW APPLICATION ☐ RENEWAL APPLICATION

Legal Name: \_\_\_\_\_  
Student's Last Name First Name Middle Name

Birthdate: \_\_\_\_\_ 2022-2023 Grade: \_\_\_\_\_ Check one: ☐ Male ☐ Female  
Month/Date/Year

Federal Race (select one or more): ☐ 01 American Indian or Alaska Native ☐ 02 Asian ☐ 03 Black or African American  
☐ 04 Native Hawaiian/Other Pacific Islander ☐ 05 White

Home Address:

Street City State Zip code

Home Phone: \_\_\_\_\_ Mother's cell/work phone: \_\_\_\_\_ /

Father's cell/work phone: \_\_\_\_\_ /

What is the public school district and campus of student's home address (where they would attend if not in Carroll ISD):

Name of District Name of Campus

Student attended above school in 2020-2021: ☐ Yes ☐ No

If no, what district and campus did student attend in 2020-2021: \_\_\_\_\_

Carroll ISD

Campus Choice#1 \_\_\_\_\_

Campus Choice #2 \_\_\_\_\_

Campus Choice#3 \_\_\_\_\_

Campus Choice #4 \_\_\_\_\_

Is your child enrolled in any special programs? ☐ Yes ☐ No

If yes, please explain \_\_\_\_\_

Return this original completed form along with the application checklist and all required documents via U.S. mail or in person to Carroll ISD—Student Services Dept., 2400 N. Carroll Ave., Southlake, TX 76092. (This form cannot be accepted via fax or e-mail for audit purposes)

\*Questions may be directed to the Student Services Dept. at 817-949-8255 or via e-mail at [Student.Services@southlakecarroll.edu](mailto:Student.Services@southlakecarroll.edu).

**NOTICE TO PERSON ENROLLING THE STUDENT: A person who knowingly falsifies information on a form required for a student's enrollment in the District will be liable to the District for tuition or other costs, as provided in Education Code 25.001(h), if the student is not eligible for enrollment but is enrolled on the basis of false information. In addition, presenting false information or false records is a criminal offense under Penal Code 37.10.**

Name of Parent or Guardian (Please print)

E-mail address

Signature of Parent or Guardian

Date

(for Office Use Only)

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Assigned Campus \_\_\_\_\_

Superintendent Designee—Gordon Butler  
Carroll ISD Asst. Supt. for Staff and Student Services

Date

Original: \_\_\_\_\_ Student Services Database

Copy: Parent/Guardian \_\_\_\_\_

Copy: Campus \_\_\_\_\_



# CARROLL

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## INDEPENDENT SCHOOL DISTRICT

### 2022-2023 Open Enrollment Application Checklist

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

**Please Initial below for acknowledgment:**

\_\_\_\_\_ I have read this booklet in its entirety.

The following must be included and submitted with the application to Carroll ISD Student Services Department,  
2400 N. Carroll Ave, Southlake, TX 76092:

- \_\_\_\_\_ Fully Completed & Signed Original Application (including checklist) - Pages 5 & 6 of packet
- \_\_\_\_\_ Two current utility bills with resident's name and address in City of Southlake—one electric AND one Water
- \_\_\_\_\_ Copy of one parent/guardian driver's license showing current address in City of Southlake
- \_\_\_\_\_ Copy of most recent property tax statement—If owning a home within the City of Southlake **or**
- \_\_\_\_\_ Copy of current signed/executed lease—If leasing a home within the City of Southlake

I, \_\_\_\_\_, parent or guardian of  
\_\_\_\_\_ have read, fully understand and agree  
to the Carroll ISD Open Enrollment Application Packet, including the FAQs and Policy information.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Parent/Guardian Printed Full Name



# CARROLL

## INDEPENDENT SCHOOL DISTRICT

### Board Policy FDA (LOCAL)

Carroll ISD  
220919

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

#### No Interdistrict Transfers

##### Exceptions

##### *Students Who Become Nonresidents*

A nonresident student shall not be permitted to attend District schools except as provided below.

A resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester. A student who has completed his or her junior year and becomes a nonresident shall be permitted to continue in attendance for his or her senior year tuition-free. Siblings of the senior student shall also be allowed to stay through the end of that school year tuition-free.

##### *Children of Nonresident Employees*

A nonresident District employee who works a minimum of 20 hours per week may request that his or her child be admitted into District schools by filing an application with the Superintendent or designee. For purposes of this policy, school resource officers shall be considered nonresident employees.

If a nonresident District employee separates from employment with the District, his or her children who have been granted a transfer shall be permitted to continue in attendance for the remainder of the semester.

If the employee separates from employment with the District after the end of his or her child's junior year, that student shall be permitted to attend tuition-free during his or her senior year. Siblings of the senior student shall also be allowed to stay through the end of that school year tuition-free.

##### *Death of Nonresident Employee*

In the event of the death of a nonresident employee during employment with the District, all biological children and children for whom the nonresident employee has parental rights may continue to attend District schools until graduation.

##### *Grandchildren of District Residents*

A nonresident student who is the grandchild of a District resident shall be eligible to attend District schools on a tuition-free basis. Verification of the grandparent/grandchild relationship between the District resident and the student shall be in accordance with administrative regulations.

##### *Death of a Grandparent, Parent, or Guardian*

In the event of the death of a grandparent, parent, or guardian of a resident student, all biological children and children for whom the parent or guardian has parental rights and the grandchildren of resident grandparents may continue to attend District schools until graduation. The residency requirement shall be waived regardless of the residency status of the remaining grandparent, parent, or guardian.

##### *Pending Construction / Lease Agreement*

A nonresident student whose family is building, purchasing, or leasing a house within District boundaries may be permitted to attend District schools prior to establishing residency. Documentation

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LDU 2018.03  
FDA(LOCAL)-X

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## INDEPENDENT SCHOOL DISTRICT

### Board Policy FDA (LOCAL)

Carroll ISD  
220919

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

confirming that the student will be establishing residency may be authenticated using one or more of the following:

1. A fully executed lease or rental agreement indicating the date of anticipated occupancy of the dwelling.
2. A valid, fully executed, real estate earnest money contract or a contract of sale with specified date on which construction began and the date of closing.
3. Any other documentation acceptable to the Superintendent or designee that establishes bona fide proof of intended residence of the student.

Residency of the student must be established prior to the end of the first semester of enrollment. If extenuating circumstances warrant the continuation of the pending construction/lease agreement, a student shall be permitted to attend until the end of the school year.

*Other Southlake Residents*

A nonresident student living within the boundaries of the city of Southlake but outside the boundaries of the District shall be eligible to request a transfer into designated District schools.

A transfer student under this provision who becomes a nonresident of the city of Southlake during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.

*Transfer Requests*

A nonresident student wishing to transfer into the District under one of the exceptions outlined in this policy shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time.

*Factors*

In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

Transfer applications shall be considered separately for each student, not collectively for a family. Approval of a transfer request for one student shall not automatically mean approval of other transfer requests for the student's siblings, except as otherwise provided in this policy.

*Priority*

Transfer requests shall be prioritized by category in accordance with the following order:

1. Students of nonresident District employees.
2. Students who are grandchildren of District residents.
3. Students who are Southlake residents and have been previously granted an interdistrict transfer.

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FDA(LOCAL)-X

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# CARROLL

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## INDEPENDENT SCHOOL DISTRICT

### Board Policy FDA (LOCAL)

Carroll ISD  
220919

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

	4. Students who are Southlake residents and are new interdistrict transfer applicants.
<i>Transfer Agreements</i>	A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.
<b>Transportation</b>	The District shall not provide transportation for transfer students, except as required by law.
<b>Tuition</b>	If the District charges tuition, the amount shall be set by the Board, within statutory limits.
Reimbursement	A student who resides outside the District attendance zone and is found to have enrolled in the District without administrative approval under this policy may be subject to the recapture of District funds by payment of tuition for the period of the student's enrollment.
Waivers	The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]
Nonpayment	The District may initiate withdrawal of students whose tuition payments are delinquent.
<b>Appeals</b>	Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

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LDU 2018.03  
FDA(LOCAL)-X

ADOPTED:

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