



OPEN ENROLLMENT

WHEN IS AN OPEN ENROLLMENT REQUIRED?

The parent/legal guardian and child must be an Arizona Resident (physically live in Arizona) to apply for Open Enrollment.

1. When a Buckeye Elementary School District student wishes to attend a school within the Buckeye Elementary School District boundaries, but resides outside the designated school attendance area.
2. When a student lives in another Arizona school district boundary other than Buckeye Elementary School District and wishes to attend a school in the Buckeye Elementary School District boundary.
3. When a student is attending a BESD school and they move out of the boundaries of the current school during the school year and they want to continue at the same school.

HOW IS SCHOOL CAPACITY DETERMINED?

The District will estimate how much excess capacity may exist to accept resident transfer pupils and non-resident pupils. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:

- A:** District resident pupils in assigned school attendance areas.
- B:** The enrollment of eligible children of persons who are employed by the District.
- C:** Resident transfer pupils who were in the school the previous year.
- D:** Nonresident pupils who were enrolled in the school the previous year.

WHAT DOCUMENTS ARE NEEDED?

1. Completed Open Enrollment Application.
2. If appropriate, have the 504 Plan, Gifted Test scores, and IEP ready if one or more of these applies for your child.

Please understand BESD does not request student records for Open Enrollment/Boundary Exemption request. It is the parent's responsibility to provide the required documents for a non-enrolled BESD student.

WHAT DO I NEED TO KNOW PRIOR?

- A completed application for EACH child.
- Providing false information on the application may result in the application being denied or admission being revoked.
- See BESD Governing Board Policy JFB regarding transportation

DO I NEED TO APPLY FOR OPEN ENROLLMENT EACH YEAR?

Once an elementary Open Enrollment application is approved, it is not necessary to reapply for Open Enrollment to the same school each year, unless the student wishes to change schools.

Approved Open Enrollments do not carry over school to school.

OPEN ENROLLMENT CALENDAR

Early Open Enrollment Period — On /Before March 1st

For any application submitted on or before March 1st, the student will be notified of the acceptance decision by April 15th. If accepted, the school requests confirmation within two weeks of notification that the student will attend. The names of applicants who are not accepted will be placed on a waiting list.

Regular Open Enrollment Period — March 2nd to Start of School

If space is available, schools can continue to accept applications and may maintain a waiting list. Schools will notify students who are accepted from a waiting list and request confirmation that the applicants will attend school the following year. Acceptance and confirmation continues until the school meets capacity.

OPEN ENROLLMENT CHECKLIST

- Completed Open Enrollment Application
- Attach any documentation that is applicable to the application
- Submit application to requested school

JFB OPEN ENROLLMENT

The District has an open-enrollment program as set forth in A.R.S. [15-816](#) and A.R.S. [15-816.01](#) *et seq.* The open enrollment program described in this policy shall be placed on the District website and made available to the public on request.

No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. [15-764](#), [15-797](#), [15-823](#), [15-824](#), and [15-825](#).

Definitions

Resident transfer pupil means a resident pupil who is enrolled in or seeking enrollment in a school that is within the School District - but outside the attendance area - of the pupil's residence.

Nonresident pupil means a pupil who resides in this state and who is seeking enrollment in a school district other than the school district in which the pupil resides.

Resident pupil means a pupil whose residence is within the attendance area of a school.

Enrollment Options

District resident pupils may enroll in another school district or in another school within this District. Resident transfer pupils and nonresident pupils may enroll in schools within this District, subject to the procedures that follow.

Information and Application

The Superintendent shall prepare a written information packet concerning the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it and are available online.

The information packet shall include the enrollment application form and shall advise applicants that they must submit enrollment applications on or before March 1st of each year to be considered for enrollment during the following school year.

The online application contains the information needed to request enrollment and is consistent with guidance and state and federal law regarding pupil privacy and civil rights. There is also information regarding the provision of transportation or resources for transportation. This policy shall be accessible from the District's home page and will be made available in English and in Spanish or in any other language used by a majority of the populations served by the school or District.

The District shall update on each school's website the school's capacity and whether the school is currently accepting open enrollment students, by grade level. Updates will be provided at least once every twelve (12) weeks unless there are no changes to report for the individual school.

If a school has any other separate capacity by specialized program, the information shall also be posted by specialized program.

If a school remains open as part of a boundary change and capacity is available, students assigned to a new attendance area may stay enrolled in their current school.

Except as provided in A.R.S. [15-816.01](#), the District shall not limit admission based on any of the following:

- A. Ethnicity or race.
- B. National origin.
- C. Sex.
- D. Income level.
- E. Disability.
- F. Proficiency in the English language.
- G. Athletic ability.

Capacity

The Superintendent shall annually estimate how much excess capacity may exist to accept resident transfer pupils and non-resident pupils. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:

- A. District resident pupils in assigned school attendance areas, including those issued certificates of educational convenience and those required to be admitted by statute.
- B. The enrollment of eligible children of persons who are employed by the District.
- C. Resident transfer pupils who were enrolled in the school the previous year.
- D. Nonresident pupils who were enrolled in the school the previous year.

The Governing Board shall make the final determination of excess capacity and may require resident transfer pupils and/or nonresident pupils to be subject to the enrollment priorities and procedures found below. The excess-capacity estimates shall be made available to the public in December of each year.

Enrollment Priorities

If the Governing Board has determined that there is excess capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories from the pool of pupils:

- A. Who have properly completed and submitted applications; and
- B. Who meet admission standards.

Enrollment priorities and procedures for selection shall be in the order and in accordance with the following:

- A. Enrollment preference shall be given to resident transfer pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

B. Enrollment preference shall be given to nonresident pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

C. Enrollment preference shall be given to resident transfer pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

D. Enrollment preference shall be given to nonresident pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

Admission Standards

A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

Notification

The District shall notify the emancipated pupil, parent, or legal guardian in writing by April 15th whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. The District shall also notify the resident school district of an applicant's acceptance or placement on a waiting list. If the applicant is placed on a waiting list, the notification shall inform the emancipated pupil, parent, or legal guardian of the date when it will be determined whether there is capacity for additional enrollment in a school. If the pupil's application is rejected, the reason for the rejection shall be stated in the notification.

As provided by A.R.S. [15-816.07](#), the District and its employees are immune from civil liability for decisions relative to the acceptance or rejection of the enrollment of a nonresident student when the decisions are based on good faith application of this policy and the applicable statutory requirements and standards.

Transportation of Students Admitted Through Open Enrollment

A resident transfer student is eligible for District transportation on routes within the attendance boundaries of the school to which the student has been accepted for open enrollment transfer. It is the responsibility of the parents or guardians of the resident transfer student to have the student at a designated pickup point within the receiving school's transportation area.

Nonresident open enrollment students are eligible for District transportation from a designated pickup point on a bus route serving the attendance area of the school to which the student has been admitted, or as may be otherwise determined by the District.

The District *may* provide transportation for open enrollment nonresident students who meet the economic eligibility requirements established under the national school lunch and child nutrition acts for free or reduced price lunches:

of not more than thirty (30) miles to and from:

1. the school of attendance, or
2. a pickup point on a regular District transportation route, or

3. for the total miles traveled each day to an adjacent district.

The District *shall* provide transportation for nonresident transfer students with disabilities whose individualized education program (IEP) specifies that transportation is necessary for fulfillment of the program:

of not more than thirty (30) miles to and from:

1. the school of attendance, or
2. a pickup point on a regular District transportation route, or
3. for the total miles traveled each day to an adjacent district.

Exception

Should there be excess capacity remaining for which no applications were submitted by the date established, the Superintendent, upon approval by the Board, shall authorize additional enrollment of nonresident pupils:

- A. Up to the determined capacity.
- B. On the basis of the order of the completed applications submitted after the notification date established in this policy.
- C. Without regard to enrollment preference.
- D. As long as admission standards are met.
- E. Whose applications are submitted by June 1st.

Adopted: December 06, 2021

LEGAL REF.:

A.R.S.

[8-371](#)

[15-341](#)

[15-764](#)

[15-797](#)

[15-816](#) *et seq.*

[15-823](#)

[15-824](#)

[15-825](#)

[15-841](#)

[15-922](#)

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001,
as amended by the Every Student Succeeds Act (ESSA) of 2015

CROSS REF.:

[EEAA](#) - Walkers and Riders

[IIB](#) - Class Size

[JE](#) - Student Admissions

[JFAA](#) - Admission of Resident Students

[JFAB](#) - Admission of Nonresident Students

[JFABD](#) - Admission of Homeless Students

[JFABDA](#) - Admission of Students in Foster Care

[JG](#) - Assignment of Students to Classes and Grade Levels

Open Enrollment Application

ATTENDANCE APPLICATION

Student's Name

Last

First

M.I.

Current Grade

Date of Birth

Parent Name/ Legal Guardian

Primary Phone

E-mail Address

Home Address

Street

City

Zip

The above-named student: Resides outside the School District

Resides within the School District

Present School of Attendance

School _____

District _____

Request assignment to _____

The above-named student:

Has been identified for the following:

Gifted Special Programs None Other: _____

Have a current IEP?

Yes No

If this student has an IEP, what special education eligibility do they have?

Expelled from any school or school district or currently subject to expulsion from a school or school district?

Yes No

Note the following conditions apply to the open-enrollment program:

1. Enrollment is subject to the capacity limit established by the school for grade level or special program.
2. For Early Open Enrollment, application must be completed and submitted to the requested school on or before March 1st. The parent or legal guardian will be notified in writing whether the application has been accepted, rejected, or placed on a waiting list on or before April 15.
3. Schools will continue to accept open enrollment applications until capacity is met.
4. Schools may provide transportation for students with disabilities. See Governing Board Policy JFB regarding transportation.
5. Providing false information on this form may result in the application being denied or admission revoked.

The signatory affirms that the student will abide by the rules, standards, and policies of the school and the District if enrolled.

Signature of Parent or Legal Guardian

Date

DISTRICT USE ONLY

Student Number

Accepted Placed on waiting list Rejected

Reason for rejection

Principal Signature

Date