

Regulation: In-District Choice/Enrollment

Mapleton Public Schools (the “District”) prides itself as a “District of Choice,” meaning that students residing within the boundaries of the District (“in-District” or “resident” students) may choose which of the District’s schools they wish to attend, regardless of where in the District they live. This regulation directs the manner in which in-District students and their families make that choice.

The Open Enrollment Process

The Welcome Center. Students enrolling in the District for the first time should visit the Welcome Center to learn about the options available to the student, and to submit a Pre-Registration application. The Welcome Center will issue a Pre-Registration Completion Form and the student shall be directed to complete the registration process at the school.

Registering at the School. Once a student has received confirmation of pre-registration from the Welcome Center, the family should complete the registration process at the school. Each school will hold a few registration days in August prior to the first day of school. If a student is enrolling after the start of the school year, they will have one week from the date the Pre-Registration Completion Form is issued to complete the registration process at the school. Failure to register within that time period may result in loss of their spot at the school.

Required Documentation. The following items must be turned in to the school before the registration process is deemed complete:

- 1) Birth Certificate;
- 2) Immunization Records;
- 3) Current Proof of Residence (must be a utility bill, lease or mortgage within 30 days);
- 4) Unofficial transcripts (applicable only for 9-12th graders);
- 5) Photo Identification of Parent/Guardian.

Failure to provide all of this documentation to the school will prevent a student from starting school until all documentation has been received.

Transfer/Enrollment Within the Enrollment Window. Resident students may transfer to another school or program in the District through the open enrollment process. Students and their parent(s)/guardian(s) shall be notified of the options available through open enrollment on an annual basis and shall be given sufficient time to apply. In December of each year, the Welcome Center will announce an enrollment window for in-District students. During the enrollment window is the best time for families to contact the Welcome Center to discuss transfer and/or enrollment for the upcoming school year. The

student/family should visit the Welcome Center where a Pre-Registration Application shall be completed, indicating the student/family's top three choices. The Welcome Center will place the student at a school according to their preferences and availability. If there is no availability at their first choice school, their name is added to a wait pool and the student shall be enrolled at the next school of preference with availability. The Welcome Center will issue a Pre-Registration Completion Form as soon as possible after a decision regarding availability and enrollment has been reached and the student/family should complete the registration process at the school.

Transfer/Enrollment Outside of the Enrollment Window. In-District students who wish to transfer to a different school outside of the enrollment window should first contact their School Director. The Director will find out which schools have availability and advise the student and their family. In some circumstances, especially for high school students, the timeliness of a transfer could be important and the School Director will discuss the consequences of making a mid-session transfer as it pertains to credits earned, credits lost, and graduation date.

Lottery. When/If space becomes available at a school that was previously full, a lottery will be conducted to determine which students from the wait pool are offered a spot. The Welcome Center will contact the family if space becomes available and they will be given a deadline by which they must register at the school to secure their spot (typically five (5) business days). The Welcome Center will issue a Pre-Registration Completion Form as soon as possible after a decision regarding availability and enrollment has been reached.

Special Education Students

In District Students in need of special education services should submit an Pre-Registration Application and an Exchange of Information Form to the Welcome Center. Student Services will review the student's application and Individual Education Plan (IEP) and determine which school(s) offers the services that the student needs. Student Services will notify the family and if there is more than one school that provides the services needed and that has availability, the family will be permitted to choose from the available options. Student Services will notify the Welcome Center and the school of the student's placement. The registration process should be completed at the school.

Requests from the parent(s) of special education students for open enrollment or transfer to another school or program shall be considered in accordance with applicable state and federal laws. The student's current Individual Education Plan (IEP) shall be used to determine if the requested school or program can meet the student's needs.

Students with Suspension/Expulsion Issues

If an in-District student has expulsion or suspension issues, the student's Pre-Registration Application will be forwarded to Student Services for a determination on whether to allow enrollment. If Student Services decides to allow enrollment, the Welcome Center will contact the family and the registration process should be completed at the school. If Student Services decides not to allow enrollment based on previous suspension/expulsions, they will notify the family and alternative arrangements will need to be made for the student.

Nondiscrimination

Neither the Board of Education for Mapleton Public Schools (the "Board"), the Superintendent, nor District employees shall unlawfully engage in discrimination based on a student's race, color, national origin, ancestry, creed, sex, sexual orientation, religion, marital status, disability, or need for special education services.

Adopted November 19, 2013.