

**TOOELE COUNTY SCHOOL DISTRICT
STANDARD OPEN ENROLLMENT/OUT OF BOUNDARY APPLICATION**

Date of Application: _____

Please check the appropriate box:

- Early Enrollment Period Transfer Application** (Submitted between December 1st and the Third Friday in February in order to transfer the following school year.)
- Late Enrollment Period Transfer Application** (Submitted outside of the early enrollment period.) Please indicate the year requested: Current year, 20_____ Next year, 20_____

An enrolled nonresident student shall be permitted to remain enrolled, subject to the same rules and standards as resident students, without renewed applications in subsequent years unless any of the following occurs:

- The student graduates or is no longer a Utah resident.
- The student is suspended or expelled from school.
- The student moves from elementary to junior high or junior high to high school.
- The district determines that school enrollment will exceed the open enrollment threshold.

Student Name _____ Current Grade _____ Student # _____

Legal Address _____ Phone _____ Birthdate _____

City _____ State _____ Zip _____

Boundary School _____ **Requested School** _____

Current School _____ **Reason for Request** _____

Does your student currently have any of the educational support plans listed below?

- 504 IEP-Resource(less than 60 min./day) IEP-Resource(60-179 min./day) IEP-Self-contained(180 or more min./day)

**Approval by the Special Education Supervisor below is required to ensure services are available at the requested school*

I understand that all transfer requests are contingent on early enrollment school capacity ("maximum capacity") or late enrollment school capacity ("adjusted capacity"), special program limitations, staff availability, and/or circumstances under 53A-2-207(4)(c). If this request is granted, I agree that my child must remain at the requested school through the end of the requested school year. I understand that I, as a parent or guardian, am responsible for the transportation of my student to and from school. I understand that a student's acceptance into a school or school district does not establish UHSAA (student athletic or activity) eligibility.

Parent/Guardian Signature _____ Home Phone _____ Work Phone or Cell phone _____

Parent/Guardian Name: (please print) _____ Email address: _____

BELOW FOR OFFICE USE ONLY:

Open Enrollment application: Approved Denied Reason for Denial: _____

Signature of Principal: _____ Date _____

Approved Denied Reason for Denial: _____

*Special Education Supervisor Signature(If applicable): _____ Date: _____

PROVISIONAL ENROLLMENT

- ▶ A student may be denied an open enrollment opportunity if the student has been suspended or expelled from a public school consistent with 53A-2-208(3)(b).

Has the student ever been suspended or expelled from a public school? Yes No If yes, please explain on the back

- ▶ A student may be denied an open enrollment opportunity if the student has been suspended or expelled from a public school consistent with 53G-6-402(3)(b). A student with prior behavioral problems may be granted **provisional enrollment** provided the student and parent sign an agreement with the school or the school district (1) establishing the conditions of continued enrollment and (2) notifying the parents/student that the student will be excluded from the school if the agreement is violated. The school or school district is responsible for the agreement as allowed under Section 53G-6-403 (3)(c).

Provisional enrollment: Approved per the attached agreement signed by Principal/Student/Parent.

Submit applications to:

Preschool Contact Person: Tami Gowans | Phone 435.833.1966 | Fax: 435.833.1912 | Email: tgowans@tooeleschools.org

TOOELE SCHOOL DISTRICT ENROLLMENT OPTIONS/RESIDENCY REQUIREMENTS

If you are a resident of a Utah school district other than TCSD and you want to attend TCSD, or if you are a resident of TCSD, and you want to attend a school other than your boundary school, you must complete an application form and follow these requirements to be considered.

EARLY ENROLLMENT PERIOD TRANSFER APPLICATION

1. The **EARLY ENROLLMENT PERIOD** begins on December 1 and continues through the Third Friday in February.
2. Begin your application process by submitting your application to Sue Medina for K-12 or Tami Gowans for Preschool at the District Office.
3. If your application is approved, you will be expected to honor that commitment for the requested school year.
4. Applications may be rejected based on:
 - (a) unavailable space in a building, grade, class size, or program;
 - (b) unavailability of a program your student requires, including special education programs;
 - (c) student's unwillingness to comply with district policies;
 - (d) serious infractions of law or school rules, or chronic misbehavior at the previous school, which would, if it were to continue, endanger persons or property, cause serious disruption in the school, or place unreasonable burdens on school staff; or
 - (e) negative effect on capacity, programs, class size, grade levels, or school buildings of the resident or requested school.
5. If enrolled, you may remain enrolled unless one of the following occurs: (a) you graduate; (b) you are no longer a Utah resident; (c) you are suspended or expelled from school; (d) space is no longer available. You will be notified by March 15 if you are to be excluded for the school year because enrollment within the school, grade level, or program will exceed 90% of capacity. The last enrolled are first excluded.
6. Attendance at a specific elementary or junior high does not guarantee attendance at a specific junior high or high school, with the exception of students enrolled in a Dual Language Immersion program in elementary school.
7. If your application is approved, you are responsible for your own transportation to and from school.
8. Although there is no guarantee, siblings of students already admitted through enrollment options have priority over other applicants.
9. UHSAA Eligibility: Secondary students admitted through open enrollment options are ineligible for UHSAA participation until approved through the UHSAA transfer process.
10. False or misleading information regarding residence or guardian information will result in the revocation of your enrollment option.
11. If you are denied enrollment or continued enrollment under this policy, you may appeal to the Grantsville, Stansbury, or Tooele Area Director. The Area Director's decision shall be upheld in any later proceeding unless the decision is found, by clear and convincing evidence, to violate applicable law or regulations or to be arbitrary and capricious. Contact Administrative Assistant, Sue Medina (435)833-1900 x1104 for information about appeals and enrollment options.
12. The application form should be completed and returned to the requested school as soon as possible before the Third Friday in February. You will be notified by email or phone by March 31, or within six weeks of the application whichever is later, of approval or denial. You must notify an accepting school as soon as possible if you cannot attend.
13. Regardless of school capacity students may apply based on a special need. Transportation, child care, peer groups, and complaints about the current school are examples of issues the district **does not** consider to be special needs.

LATE ENROLLMENT PERIOD TRANSFER APPLICATION

14. The **LATE ENROLLMENT PERIOD** is any time outside the Early Enrollment Period.
15. Paragraphs 2-13 above for the Early Enrollment Period apply to applications during the Late Enrollment Period. Do not check out of your resident school until you present the resident school with evidence you have been accepted at the requested school.