Open Enrollment

Higley Unified School District #60

Overview

Arizona State law allows students to apply for admission to any public school based on available classroom space (A.R.S. § 15-816.01). This means If a student resides out of the boundaries of a school, or out of the boundaries of the school district, an open enrollment application must be completed. In accordance with Arizona State law, Higley Unified School district has established and adopted a policy (HUSD Governing Board Policy JFB) outlining our open enrollment policy and program. Open Enrollment Forms may be obtained at any school in the district or may be downloaded by visiting our Open Enrollment webpage. Families using the online registration process can complete the open enrollment application at the same time. To determine what your school of attendance is, you may input your address on our School Boundaries webpage.

Definitions (per A.R.S. § 15-816)

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

"Open enrollment" means a policy that is adopted and implemented by a school district governing board to allow resident transfer pupils to enroll in any school within the school district, to allow resident pupils to enroll in any school located within other school districts in this state and to allow nonresident pupils to enroll in any school within the district pursuant to section 15-816.01.

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

"Resident school" means a school that is within the designated attendance area in which a pupil resides.

"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.

The Process

Submission and Processing of the Application

1. The completed application is received and timestamped by the school you wish to attend or at our District Office
2. The application is assigned a Priority Group from Administration.
3. Capacity will be verified and reviewed for the requested school.
4. The parent/legal guardian will be contacted in writing on the results of your application from the schools Registrar.

Approved Applications

1. If your application is approved, parent/legal guardian will need to respond within five (5) business days to confirm the acceptance. Failure to do so will result in your space being offered to the next applicant.
2. If the Open Enrollment application was completed through our online registration process, the Registrar will be in contact with you in regard to any documents or information needed to complete the enrollment online.
   If you have completed a paper application, you are encouraged to enroll through our online registration process by visiting our Enrollment webpage. However, paper applications are available on this webpage as well as at each campus if you should prefer to enroll that way.

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Denied Applications

1. If your application has been denied, you will receive a denial letter. No further action is needed from you.

Applications Placed on the Waiting List

1. If the school you have applied to lacks classroom space or space in a specialized program, you may be contacted with the option of being placed on a Waiting List. If this is an option for you, you will be placed on a wait list based off the timestamp on your Open Enrollment Application. When space becomes available in the grade level or specialized program you may be applying for, you will be contacted and can begin the enrollment process with the approved school.
2. If you decide not to take advantage of the enrollment opportunity when offered but wish to remain on the waiting list, your name will be moved to the bottom of the list of the last priority group.

Students With Enrollment Preference

Students in the following groups have enrollment preference, and a seat will be reserved for them automatically for the coming school year. Students in these groups will NOT need to complete the open enrollment process unless they are currently an open-enrolled student at the school they are attending and will be moving from one campus to the next (i.e: elementary to middle school; middle school to high school).

1. Resident pupils
2. Pupils who are the children of district employees
3. Pupils returning to the school from the prior year
4. Siblings of pupils who are already enrolled

Enrollment Priority Groups

Students who do not have Enrollment Preference, as listed above, will be placed in one of the priority groups listed below and will be offered enrollment on a first-come, first-serve basis.

Priority Group #1

Priority is given under this group to Resident Transfer Pupils and their siblings.

Priority Group #2

Priority is given under this group to Nonresident Pupils and their siblings.

Open Enrollment Calendar

Please refer to the Open Enrollment webpage on our website for updated information on the districts calendar for open enrollment.

Capacity

The current open enrollment status for each school, by grade and level and special program, will be updated on the schools' web page every 12 weeks or as changes in capacity occur.

Frequently Asked Questions

When is an Open Enrollment Application required?

An Open Enrollment Application is required when you are enrolling at a school and your residence is outside that school's attendance area or outside Higley Unified School District's boundaries.

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Do I need to apply for Open Enrollment each year?

Once your Open Enrollment is approved you are not required to reapply as long as you remain on the same campus. If you would like to enroll at another campus outside your attendance area, you will need to complete a new Open Enrollment Application. This also applies to when your student moves from the elementary school to the middle school and then the middle to the high school if these secondary schools are not the schools your student is in the attendance are for. A new Open Enrollment application is also required when you move your residence during the school year outside your school's attendance area or outside Higley Unified School District's boundaries.

What documentation is required upon Open Enrollment?

The only document we require upon Open Enrollment is the Open Enrollment Application. Open Enrollment Forms may be obtained at any school in the district or may be downloaded by visiting our Open Enrollment webpage. Families using the online registration process can complete the open enrollment application at the same time.

What if I would like to make changes or cancel to my Open Enrollment Application?

If you would like to make changes or cancel your Open Enrollment Application, please contact the school you have submitted the application to. Contact information for each campus can be found by visiting our District webpage and selecting a campus from the Our Schools drop down on the top left of the page.

How do I check the status of my Open Enrollment?

You will be notified of the status of your application as soon as it has been processed. Depending on the number of applications and the time of year, it could take some time to review and process your application. Please be patient.