

Board of Trustees Douglas County School District

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Intra-District Open Enrollment and Transportation Assistance

The Board recognizes that the educational needs of students may best be met by attendance at a school outside their designated attendance zone. In accordance with NRS 388.040 and NAC Chapter 388, the Douglas County School District allows students residing within the District to apply for enrollment in any District school, provided the requested school has available capacity. To maintain eligibility for state transportation grant funding, this policy and any subsequent amendments must be approved by the Nevada Department of Education. The Board shall reapply for approval from the Department if it seeks to make substantive changes to the procedures described herein.

1. Annual Enrollment Procedures- The District shall establish an annual Open Enrollment Application Window, typically opening in February of each year.
 1. If applications exceed available capacity, the District shall first enroll "Required Priority Pupils"—those students residing in the attendance zone of a school that received one of the two lowest performance ratings in the preceding school year.
 2. After Required Priority Pupils are enrolled, the District may apply discretionary priorities, such as children of employees or siblings of currently enrolled students.
 3. A random, anonymous lottery will serve as a tie-breaker within any category if applications exceed remaining capacity.
2. Capacity Determination - The Board will determine school capacity annually based on a uniform methodology. As used in this section, an "instructional teaching station" means a distinct location designated for a pupil or group of pupils to engage in learning tasks facilitated by a certified teacher or other school employee rendering direct educational service.

Capacity calculations will give consideration to:

1. The total number of instructional teaching stations;
2. The number of seats available for each station based on subject matter and grade level;
3. The specific instructional model used at the station; and
4. The number of available paraprofessionals or other school personnel who support the station.

The District ensures that capacity calculations will not demonstrate a decline compared to the school's average enrollment over the most recent three-year period, unless a specific legal justification for reduced capacity is provided as allowed under state law. For the initial year of

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program implementation, the determined capacity for any school shall not be lower than the actual number of pupils enrolled in that school at the time the calculation is performed.

3. Application Review and Permanency- The District shall base all enrollment decisions on available capacity and shall not consider a pupil's academic or athletic ability, participation in extracurricular activities, disability status, English learner status, or home address.
 1. Applications may only be denied due to a lack of available capacity or if the pupil was suspended for at least 10 days or expelled in the current or preceding school year.
 2. The District shall not assess any tuition or fees to a pupil who attends a public school outside their zone of attendance pursuant to this policy. This prohibition applies strictly to the cost of enrollment and transfer; pupils remain responsible for all other standard student fees assessed to all students attending the school, including but not limited to lab fees, physical education uniforms, parking fees, or technology repair costs.
 3. Once approved, the transfer is permanent for all subsequent years through the highest grade level of that school without the need for re-application.
4. Transportation Assistance- Eligibility To be eligible for state-funded transportation assistance, a pupil must meet both of the following requirements:
 1. The pupil resides in the attendance zone of a school that received one of the two lowest performance ratings in the preceding year; and
 2. The parent provides a signed attestation that the pupil has no other viable form of transportation, meaning no reliable means to arrive at school on time or depart at the conclusion of the school day.
5. Funding Priorities - If state grant funding is insufficient to serve all eligible applicants, assistance will be awarded in the following order:
 1. First Priority: Pupils moving to a school with a higher performance rating than their zoned school.
 2. Second Priority: Pupils directly certified for free or reduced-price meals, or identified as English learners, migrants, homeless, or in foster care.
 3. Third Priority: All other eligible pupils meeting the criteria in Section 4.

If funding is insufficient to serve all applicants within a specific priority level, assistance shall be awarded to those applicants in the order in which their applications were received.

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6. Notification of Decision- The District shall provide written notice to the parent or legal guardian regarding the outcome of their application.

1. If an enrollment application is denied, the notice shall state the specific reason for the denial.
2. If a request for transportation assistance is found ineligible or if funding is unavailable, the District will provide information regarding additional transportation options available in the community.
3. A parent or guardian may appeal a denied application or a lack of action or response to an application by directly contacting the district superintendent, who will review the application status. The decision of the superintendent is final, per NV AB 533 § 2(6).

7. Funding Adjustments- Transportation assistance is contingent upon the availability of state grant funds. Assistance provided under this policy may include transportation via established District bus routes or mileage reimbursement provided to the parent or legal guardian at the rate currently approved by the State.

If state funding is not secured by July 1, parents may choose to remain at the requested school and provide their own transportation or return to their zoned school. For all pupils not eligible for state assistance, the responsibility and cost for transportation rest solely with the parent or legal guardian.

Reference: NRS 388.040, NRS 392.040, AB 533 (2025), NAC Chapter 388 (R076-25)

Date Adopted: 2.3.2026