

UNION ELEMENTARY SCHOOL DISTRICT No.62

2024-2025

# OPEN ENROLLMENT APPLICATION



**What is Open Enrollment?**

Open enrollment is a program set up by the Arizona legislature requiring all school districts to allow students the opportunity to select a school of their choice if capacity permits. The district has an open enrollment program as defined in A.R.S. §15-816 *et seq.*

**How is approval for an Open Enrollment application determined?**

Approval for Open Enrollment applications is based on school, grade level, and program capacity. Using current enrollment, the district determines each school's student enrollment, projected growth, and available space. Applicants will be notified of their acceptance or denial depending on the school capacity and if admission standards are met.

**What are the Open Enrollment Priorities and Procedures?**

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

1. Enrollment preferences 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.
2. 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 by order of submission and then through a random selection process adopted by regulation of the superintendent.
3. Enrollment preference shall be given to employee 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 by order of submission and then through a random selection process adopted by regulation of the superintendent.
4. 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 by order of submission then through a random selection process adopted by regulation of the superintendent.
5. 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 by order of submission then through a random selection process adopted by regulation of the superintendent.

A pupil who has been expelled by any school district in this state or who is in the process of being expelled. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions.

All applicants will be accepted if there is sufficient capacity. If there is insufficient capacity, applications will be selected from the submitted applications for enrollment in a school in accordance with a random selection process except where policy may indicate otherwise.

**When are Open Enrollment applications due?**

All applicants must submit enrollment applications on or before April 15<sup>th</sup> each year to be considered for enrollment for the next school year.

**How will I be notified of the Open Enrollment decision?**

The district shall notify the emancipated pupil, parent, or legal guardian in writing by June 1 whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. If the applicant is placed on a waiting list, the notification shall inform the emancipated pupil, parent, or

legal guardian of enrollment in a school. If the pupil's application is rejected, the reason for the rejection shall be stated in the notification.

**Are there any exceptions on an Open Enrollment decision?**

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 based on the following criteria:

1. Up to the determined capacity.
2. On the basis of the order of the completed applications submitted after the notification date established in the policy.
3. Without regard to enrollment preferences.
4. As long as admission standards are met.

**Is transportation provided?**

Transportation is not provided to students on Open Enrollment status. Transportation is the responsibility of the family.

**Do I have to reapply for open enrollment every school year?**

Yes. The student must reapply each year on or before April 15<sup>th</sup>. Approval for open enrollment applications are based on school, grade level, and program availability.

**What happens if we originally resided in a Union Elementary School District school attendance boundary and then move outside of the school boundary?**

A student currently attending a Union Elementary School District school that lives in the school boundaries and then moves out of the school's boundary must complete and submit an open enrollment application within 10 days of the change of residence. Failure to complete this process may result in the student being withdrawn at the natural grading period.

**Where do I obtain and submit an open enrollment application?**

Applications and procedures may be obtained using the two links English or Spanish or the Union Elementary School District office or at any one of our school office's where open enrollment is being considered. Once completed, applicants should submit their applications to the school they wish to enroll.

Date Received by School: \_\_\_\_\_

Student ID: \_\_\_\_\_

## OPEN ENROLLMENT APPLICATION

Please print and return completed form to school

Requesting Enrollment to which school: ☐ Dos Rios ☐ Hurley Ranch ☐ Union

Application is for: ☐ Current School Year \_\_\_\_\_ ☐ Next School Year \_\_\_\_\_

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_ MI \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade: \_\_\_\_\_

Parent/Guardian Last Name: \_\_\_\_\_ Parent/Guardian First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

### THIS STUDENT:

☐ Resides within UESD School Currently Attending: \_\_\_\_\_ District: \_\_\_\_\_

☐ Resides outside UESD School Currently Attending: \_\_\_\_\_ District: \_\_\_\_\_ State: \_\_\_\_\_

### PLEASE ANSWER THE FOLLOWING QUESTIONS:

☐ YES ☐ NO Has the student been expelled from another school or district, or is currently being considered for expulsion?

☐ YES ☐ NO Does the student have a current IEP? (must attach current IEP to application)

☐ YES ☐ NO The student has sibling(s) already attending the requested school?

☐ YES ☐ NO Is the parent/guardian an employee of UESD? Location: \_\_\_\_\_

### THE FOLLOWING CONDITIONS APPLY TO THE OPEN ENROLLMENT:

- The student must reapply each year on or before April 15<sup>th</sup>.
- Providing false information on this form will result in the application being denied or open enrollment revoked.
- Transportation for the student is the responsibility of the parent or legal guardian.
- Enrollment is subject to the capacity limits established for the school, grade levels, and programs.
- Completion of registration packet with required documentation once approved.
- Agree to follow all UESD policies and procedures.

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/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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### FOR INTERNAL USE ONLY- DO NOT WRITE BELOW THIS LINE

☐ APPROVED

☐ PLACED ON WAITING LIST

☐ DENIED (Previous Expulsion)

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into Synergy: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Date received by District: \_\_\_\_\_