



2407 LaPorte Avenue  
Fort Collins, CO 80521  
(970) 482-7420  
www.psdschools.org

# School Choice Application

Refer to District Policy JFBA for specific details

For office use only: Priority \_\_\_\_\_

STAMP TIME AND DATE RECEIVED HERE

**Completed School Choice Application forms must be submitted to the school at which enrollment is requested.**

Today's Date: \_\_\_\_\_ Request for School Year: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
(If currently enrolled in PSD)

Student's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Parent's Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Student's Home Address (if different from above): \_\_\_\_\_

Currently attending:  Poudre School District (name of school): \_\_\_\_\_

Out-of-district school (name of district and school): \_\_\_\_\_

Private school (name of school): \_\_\_\_\_

Home school

Not currently enrolled in school

I hereby request enrollment at (name of school): \_\_\_\_\_

## Additional Information

Are any of the student's siblings enrolled at requested school?  Yes  No

If **yes**, please list names and grades: \_\_\_\_\_

Are either of the student's parents employed at requested school?  Yes  No

Has this student ever been expelled from school?  Yes  No

If **yes**, state the dates and grounds for each expulsion: \_\_\_\_\_

I certify by signing below that the information furnished on this Application form is true, complete and correct. I understand that if this School Choice Application is approved, the student must plan to remain at the choice school for at least a full academic year. I also understand that approval of this School Choice Application is for the above-named student only and that, if applicable, a separate School Choice Application must be approved for each sibling in order for him/her to be admitted to the school of choice. I further understand that transportation to and from school is my responsibility.

The District reserves the right to rescind and/or amend any or all choice/open enrollments, including the reassignment of choice/open-enrolled students to their neighborhood schools or to other choice schools or programs with available space, if it determines that (1) the choice/open enrollment was obtained through misrepresentation or nondisclosure of a material fact; (2) there is overcrowding of facilities in the choice school or program; (3) the choice school discontinues a particular program; (4) the choice school or program cannot continue to meet the special needs of the student; (5) the student no longer satisfies the eligibility criteria or level of performance required by the choice school or program; or (6) for other reasons authorized by law and considered by the District to be in the best interest of the student and/or the school or program.

**Please Note:** High school students should be aware that transferring may impact athletic eligibility, based on the Colorado High School Activities Association (CHSAA) Transfer Rule. For more information about this rule, call (970) 490-3106, or visit the PSD web site at www.psdschools.org under School Registration.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Receiving School—Principal's Approval Signature

\_\_\_\_\_  
Date

# School Choice Priority for Determining Availability of Space

As per District Policy JFBA (Choice/Open Enrollment), for each grade level where the number of School Choice Applications received exceeds the number of spaces available, determination of space availability shall be made based on the following order of priority:

1. Students who reside within the attendance area of the neighborhood school they wish to attend.
2. Students currently enrolled in the school, and students who wish to continue attending a program that spans different grade levels and schools.
3. New student applicants who reside within the District who are siblings of a student that is currently enrolled in the school and will be attending at the same time as the applicant, and who live at the same residence as the currently enrolled student.
4. New student applicants who reside within the District and whose parent/guardian is employed at the school.
5. New student applicants who reside within the District and are not siblings of a currently enrolled student living at the same residence or the child of a school employee.
6. New student applicants who reside outside of the District who are siblings of a student that is currently enrolled in the school and will be attending at the same time as the applicant, and who live at the same residence as the currently enrolled student.
7. New student applicants who reside outside of the District and whose parent/guardian is employed at the school.
8. New student applicants who reside outside of the District and are not siblings of a currently enrolled student living at the same residence or the child of a school employee.

If the number of choice/open enrollment applicants exceeds the number of spaces available within any of the foregoing priority levels at any grade level, the order of priority within that level shall be determined by lot.

**With respect to each choice/open enrollment applicant for whom space is available, an eligibility determination shall be made in accordance with District Policy JFBA to determine whether the applicant will be accepted for enrollment.**