



# Poudre School District Choice/Open Enrollment 2010-2011

## Timeline and Information for Period Beginning 8/19/09

### Elementary Schools – Kindergarten through 5<sup>th</sup> Grade Only

**NOTE:** This document is only intended as an aid to the understanding and implementation of District Choice/Open Enrollment Policy JFBA. This policy shall apply only to District choice/open enrollment in kindergarten through 12<sup>th</sup> grade. In the event of any conflict or inconsistency between this document and Policy JFBA, Policy JFBA shall govern.

School Choice Applications shall be submitted **online** through the Poudre School District website at [www.psdschools.org](http://www.psdschools.org) under "School Registration," which may be accessed from a home computer or any computer with Internet access; a public use computer available at the PSD Support Services Center, 2407 LaPorte Ave., or any of the District's schools.

Dates	Required Action and Related Information for <u>Elementary Schools – Kindergarten through 5<sup>th</sup> Grade Only</u>
8/19/09- 2/12/10	<ul style="list-style-type: none"> <li>• Parents are encouraged to obtain information about PSD <b>neighborhood schools*</b> and PSD <b>choice schools and programs*</b> in order to determine whether to apply for <b>choice/open enrollment.*</b></li> <li>• <b>Elementary (Kindergarten-5<sup>th</sup>) first consideration submission of choice/open enrollment applications for 2010-11 school year:</b> application forms must be submitted online for the desired choice school or program. The order in which applications are received during this period does not affect a student's chances of acceptance.</li> <li>• Parents must complete and submit a separate application form for each child. Parents of multiple birth siblings (i.e. twins, triplets, etc.) may, but are not required to, complete and submit one application covering all such siblings. As part of the online process, the date and time of the application will be displayed along with a School Choice Application confirmation number. <b><u>Parents are strongly encouraged to print and retain a copy of the confirmation.</u></b></li> </ul>
2/11/10	<ul style="list-style-type: none"> <li>• Parents must register students entering kindergarten in the fall of 2010 at their neighborhood school, even if an application is pending for choice/open enrollment. Although kindergarten registration by 2/11/10 is strongly encouraged, failure to meet this deadline will not preclude enrollment.</li> </ul>
2/12/10	<ul style="list-style-type: none"> <li>• Deadline for elementary (Kindergarten-5<sup>th</sup>) first consideration choice/open enrollment applications for the 2010-11 school year. Deadlines will be strictly enforced.</li> </ul>
2/13/10	<ul style="list-style-type: none"> <li>• Automated lottery lists for first consideration choice/open enrollment will be generated for schools if the number of choice applicants exceeds the number of spaces available within a priority level for any grade.</li> </ul>
2/15/10- 2/22/10	<ul style="list-style-type: none"> <li>• Schools will access lottery lists and call all elementary (Kindergarten-5<sup>th</sup>) first consideration applicants once they have determined choice school or program eligibility of each applicant for whom space is available regarding whether they have been accepted for admission to the choice school or program to which they applied. Parents shall have 2 school days to respond by phone to accept or decline their child's admission. First consideration applicants will be considered to have declined admission if the parent fails to respond within 2 school days and the applicant will be placed on that school's waiting list.</li> <li>• Schools will send an email or letter confirming enrollment for 2010-11 to parents who accept admission.</li> <li>• PSD reserves the <b>right to rescind or amend*</b> any or all choice/open enrollments.</li> <li>• Elementary (Kindergarten-5<sup>th</sup>) first consideration applicants who are notified that space is not available will be placed on an in-District <b>waiting list*</b> or out-of-District <b>waiting list*</b>, depending on the location of their residence, in accordance with their previously determined <b>order of priority.*</b></li> </ul>
2/13/10- Until first day of school	<ul style="list-style-type: none"> <li>• <b>Elementary (Kindergarten-5<sup>th</sup>) second consideration submission of choice/open enrollment applications for 2010-11 school year:</b> application forms must be completed online for the desired choice school or program. Applications received during this period will be considered at the time they are received.</li> <li>• Elementary (Kindergarten-5<sup>th</sup>) second consideration applicants who are notified that space is not available will be added to the in-District <b>waiting list*</b> or out-of-District <b>waiting list*</b>, depending on the location of their residence, in accordance with their order of priority.</li> </ul>

\*See Definitions and Additional Information on page two and three of this document.

## **\*Definitions and Additional Information**

**Choice/Open Enrollment & Choice Schools and Programs** – Means parent/guardian-initiated enrollment of a student in a K-12 District school or program other than the school or program in which the student is currently enrolled or to which the student is currently assigned (hereinafter referred to as a “choice school or program”). “Option school or program” means a K-12 choice school or program that does not have a neighborhood attendance area. “Program” means only an International Baccalaureate (IB) Program, Core Knowledge Program or Bilingual Program.

The student must commit and plan to remain in the school or program of choice for at least the remainder of the academic year for which the student was admitted. A student who wishes to return to his or her neighborhood school, or who wishes to enroll in a different choice school or program, must submit a School Choice Application. Approval of choice/open enrollment in a particular school or program for one child in a family does not guarantee that choice/open enrollment will be approved for any other children in the family to attend that same school or program of choice except with respect to multiple birth siblings who apply under one application.

**Neighborhood Schools** – Means elementary, middle school, and high schools that serve students from a specific geographic area established by the District. Students residing within the District shall be assigned to attend their neighborhood school in grades K-12 unless an application for choice/open enrollment is granted, or unless a transfer is allowed or required.

**Order of Priority** – For each grade level where the number of choice/open enrollment applicants exceeds the number of spaces available, the determination of space availability for each applicant 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 first consideration 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.

**Right to rescind or amend** – 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.

**Waiting list** – (elementary schools) In-District and out-of-District waiting lists shall be continually adjusted to ensure that the students thereon are in the order of priority. When making such adjustments, the order of students within each priority level shall be determined by their length of time on the waiting list. Whenever space becomes available in the grade level of an elementary choice school or program that has a waiting list, applicants shall be considered for acceptance at that time in order of their placement on the waiting list, with students on the out-of-District waiting list considered only if there are no students on the in-District waiting list for the same grade level. In those cases for multiple birth siblings where a parent/guardian elects to complete and submit one School of Choice Application covering all such siblings, those siblings shall be considered together when determining availability of space and eligibility, shall only be admitted together and only if space is available for all of them and each is eligible and shall be placed on the waiting list together if space is not available for all of them. In lieu of consideration for acceptance when space becomes available, applicants may choose to remain on the waiting list. For each such applicant who chooses to remain on the waiting list, the next applicant on the waiting list shall be considered for acceptance. Until they are considered for acceptance, students shall remain on their respective waiting lists for each year they are eligible to attend the choice school or program to which they have applied, but only if they provide written notice on or before the first consideration deadline each year that they wish to remain on the waiting list to be considered for admission the following school year.

*Refer to Poudre School District School Choice Policy JFBA for specific details (available at [www.psdschools.org](http://www.psdschools.org))*