



Union Elementary School  
District No. 62

**Open Enrollment  
Application**

## **What is Open Enrollment?**

Open Enrollment is a program enacted by the Arizona Legislature that requires 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 and grade level availability. 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 Admission Standards?**

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. These pupils shall be selected through a random selection process adopted by regulation of the Superintendent.
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 through a random selection process adopted by regulation of the Superintendent.
3. 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 through a random selection process adopted by regulation of the Superintendent.
4. 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 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 not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court shall not be admitted. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions.

A school shall not admit a pupil if the admission of the pupil would violate the provisions of a court order of desegregation or agreement by the school or district with the United States Department of Education Office of Civil Rights directed towards remediating alleged or proven racial discrimination.

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 June 1<sup>st</sup> of 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 15<sup>th</sup> whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. The District shall also notify the resident school district of an applicant's acceptance or placement on a waiting list. 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.

### **Do I have to reapply for Open Enrollment every school year?**

Yes, approval for Open Enrollment applications is based on school and grade level availability.

### **If my child is currently attending a UESD school on Open Enrollment and is being promoted to middle school, do I need to apply again?**

Yes, if the middle school is not your school of residence you must apply again. Approval for Open Enrollment applications is based on grade level availability.

### **What happens if we originally resided in a UESD school attendance boundary and then move outside of the school boundary?**

A student currently attending a UESD school who 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. If the student has displayed negative behaviors or has attendance issues, the school administrator may deny the open enrollment application or provide a warning letter at the time of approval.

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

Application procedures may be obtained from the district website ([www.unionesd.org](http://www.unionesd.org)) or the Union Elementary School District office. Applications must be picked up at the school office where open enrollment is being considered. Once completed, applicants should submit their applications to the school they wish to enroll.

# Open Enrollment Application

Please print and return completed form to school.

Application is for:  Current School Year  Next School Year Today's Date: \_\_\_\_\_

Student's Legal Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Current Grade: \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Home Phone Number: \_\_\_\_\_ Cell phone Number: \_\_\_\_\_

**This Student:**

Resides within U.E.S.D. School Currently Attending: \_\_\_\_\_ District: \_\_\_\_\_ State: \_\_\_\_\_

Resides outside of U.E.S.D School Currently Attending: \_\_\_\_\_ District: \_\_\_\_\_ State: \_\_\_\_\_

If entering Kindergarten, list the home school: \_\_\_\_\_ District: \_\_\_\_\_ State: \_\_\_\_\_

Requesting Enrollment to which school:  Dos Rios Elementary School  Hurley Ranch Elementary School

Please answer the following questions:

Union Elementary School

<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the student been expelled from another school or district, or is currently being considered for expulsion?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the student have a current 504 plan?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the student currently the subject of a long-term suspension from any school or school district?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the student have a current IEP? (must attach current IEP to application)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the student currently under the supervision of juvenile court?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the student's open enrollment been revoked at a previous UESD school?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the student in compliance with a condition of disciplinary action in any school or school district?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the parent/guardian an employee of UESD? Location: _____

The following conditions apply to the open enrollment program:

- Providing false information on this form will result in the application being denied or open enrollment revoked.
- An attendance application must be completed and submitted on or before June 1<sup>st</sup>.
- Enrollment is subject to the capacity limits established for the school and it's grade levels.
- Transportation for the student is the responsibly of the parent or legal guardian.
- Principals have the authority to revoke student's open enrollment due to student discipline and/or attendance violations.

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 or Legal Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DISTRICT USE ONLY - DO NOT WRITE BELOW THIS LINE**

**Date received by School:** \_\_\_\_\_ **Date received by District** \_\_\_\_\_

**Approved**   
  **Placed on waiting list**   
  **Denied**

**Reason:** \_\_\_\_\_

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