



## ***Sahuarita Unified School District No. 30***

*Sahuarita High School  
Sahuarita Middle School  
Sahuarita Primary School  
Sahuarita Intermediate School*

*Anza Trail School  
Sopori Elementary School  
Walden Grove High School  
Copper View Elementary School*

### ***Office of the Assistant Superintendent for Administrative Services***

Dear Parent/Guardian:

Thank you for considering enrolling your child in a Sahuarita Unified School District school under the SUSD Governing Board policy JFB – Open Enrollment.

Open enrollment must be approved on an **annual** basis and is contingent upon the following criteria:

- availability of space,
- academic progress,
- discipline history, and
- attendance history

**Please note, transportation is NOT provided by the District to open enrollment students.**

Enclosed you will find an open enrollment packet for the 2019-2020 school year. This packet consists of an open enrollment application, an open enrollment contract, and copies of SUSD policies JFB – Open Enrollment and JFB-R Open Enrollment Regulation. If you and your child are interested in being considered under open enrollment for the upcoming school year, please carefully read the enclosed information and complete the application and contract. These items must be returned to the **school** in which the student is requesting admittance **along with copies of your child's current grades, attendance history, discipline history, and proof of residency** for the **principal's review**.

If you are requesting consideration for open enrollment, these items should be returned to the **school** by **February 20, 2019**. All packets will be reviewed on a first-come, first served basis and the schools' open enrollment capacities fill up quickly. Please return your packets as soon as possible. If the application is received after **4:00 PM** on **February 20, 2019**, it has a higher risk of being denied due to capacity issues.

Each packet will be considered based upon the enclosed open enrollment policy. If the packet was received by April 15<sup>th</sup>, a letter will be sent to you by the requested school no later than **June 1, 2019**, indicating the outcome of your application. The letter will indicate acceptance, waitlist, or denial of the application. If approved, that letter will serve as notification of approval for your open enrollment student for the 2019-2020 school year. If your packet was received after April 15<sup>th</sup>, the notification may not be made to you until after the start of the school year.

Thank you for your past participation in the open enrollment program. We look forward to providing each student in our organization with a high-quality education.

Sincerely,

Scott D. Downs  
Assistant Superintendent

SDD/nh

Sahuarita Unified School District No. 30  
350 W. Sahuarita Road • Sahuarita, AZ 85629 • (520) 625-3502

**OPEN ENROLLMENT APPLICATION**

This is a request for school year **2019 - 2020 (Valid for One School Year ONLY)**

Current Grade Level: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Male  Female Date of Birth: \_\_\_\_\_ Next Year's Grade Level: \_\_\_\_\_

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

PHYSICAL Address of Parent/Legal Guardian: \_\_\_\_\_ City/Zip: \_\_\_\_\_

MAILING Address of Parent/Legal Guardian: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Name of school/school district student **currently** attends: \_\_\_\_\_

Name of school student **last** attended: \_\_\_\_\_

School student **desires** to attend:  **ATS**  **CVES**  **SOP**  **SPS**  **SIS**  **SMS**  **WRS**  **SHS**  **WGHS**

Please circle one: **Regular Education** **Special Education** **ESL/ELL** **Gifted**

Is the above named child:

1. Expelled or suspended from **any** school or district? \_\_\_\_\_ If yes, give date: \_\_\_\_\_
2. Currently being considered for expulsion or suspension from a school or district? \_\_\_\_\_
3. In compliance with conditions imposed by a juvenile court? \_\_\_\_\_
4. In compliance with a condition of disciplinary action in **any** school or school district? \_\_\_\_\_

**Reason for Requesting Transfer: (If more detail needed, please attach a separate sheet.)**

Does the above-named child have a/any sibling(s) currently attending or seeking to attend an SUSD school?  No  Yes

If "Yes", please list their name(s) and which school(s) do they attend/seek to attend: \_\_\_\_\_

I fully understand that the student named above will abide by the rules, standards, and policies of the school and the District if allowed to enroll. Failure to comply with these rules could lead to revocation of open enrollment status. I also understand that if any of the information on this form is false, the student may be withdrawn from school. By signing this document you are affirming your understanding that you are responsible for transporting your child to and from school and guaranteeing his/her attendance on a regular basis.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

**FOR SCHOOL USE ONLY**

\_\_\_\_\_  
**Principal Signature**

\_\_\_\_\_  
**Date**

**Approved**

**Denied**

**Comments:** \_\_\_\_\_



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## OPEN ENROLLMENT CONTRACT

SCHOOL YEAR: \_\_\_\_\_

This contract is for \_\_\_\_\_ to enroll at \_\_\_\_\_ as an open enrollment student. He/she currently lives out of this school's attendance boundaries and should attend \_\_\_\_\_.

In order for this student to remain enrolled under open enrollment in this school, he/she has agreed to:

1. Abide by the rules, standards, and policies of the school and the District (including dress code),
2. Guarantee his/her attendance on a regular basis,
3. Keep all grades at passing levels,
4. Not receive any discipline write-ups, and
5. Be respectful to all staff.

If the student does not abide by these rules, he/she will immediately need to be withdrawn from our school.

Please note, this contract must be re-submitted with a new open enrollment application each year.

**Please remember that transportation is NOT provided by the District to open enrollment students.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

**JFB ©**  
**OPEN ENROLLMENT**

The District has an open-enrollment program as set forth in A.R.S. [15-816](#) *et seq.* The open enrollment program described in this policy shall be placed on the District website and made available to the public on request.

No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. [15-764](#), [15-797](#), [15-823](#), [15-824](#), and [15-825](#).

**Definitions**

*Resident transfer pupil* means a resident pupil who is enrolled in or seeking enrollment in a school that is within the school district - but outside the attendance area - of the pupil's residence.

*Nonresident pupil* means a pupil who resides in this state and who is seeking enrollment in a school district other than the school district in which the pupil resides.

**Enrollment Options**

District resident pupils may enroll in another school district or in another school within this District. Resident transfer pupils and nonresident pupils may enroll in schools within this District, subject to the procedures that follow.

**Information and Application**

The Superintendent shall prepare a written information packet concerning the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it.

The information packet shall include the enrollment application form and shall advise applicants that they must submit enrollment applications on or before April 15 of each year to be considered for enrollment during the following school year.

**Capacity**

The Superintendent shall annually estimate how much excess capacity may exist to accept transfer pupils. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:

- A. District resident pupils in assigned school attendance areas, including those issued certificates of educational convenience and those required to be admitted by statute.
- B. The enrollment of eligible children of persons who are employed by the District.
- C. Resident transfer pupils who were enrolled in the school the previous year.
- D. Nonresident pupils who were enrolled in the school the previous year.

The Governing Board shall make the final determination of excess capacity and may require resident transfer pupils and/or nonresident pupils to be subject to the enrollment priorities

and procedures found below. The excess-capacity estimates shall be made available to the public in March of each year.

### **Enrollment Priorities**

If the Governing Board has determined that there is excess capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories from the pool of pupils:

- A. Who have properly completed and submitted applications; and
- B. Who meet admission standards.

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

- A. Enrollment preference 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 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.
- B. 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.
- C. 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.
- D. 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.

Enrollment preference may be given to children who are in foster care.

### **Admission Standards**

A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

### **Notification**

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. 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 the date when it will be determined whether there is capacity for additional enrollment in a school. If

the pupil's application is rejected, the reason for the rejection shall be stated in the notification.

As provided by A.R.S. [15-816.07](#), the District and its employees are immune from civil liability for decisions relative to the acceptance or rejection of the enrollment of a nonresident student when the decisions are based on good faith application of this policy and the applicable statutory requirements and standards.

### **Transportation of Students Admitted Through Open Enrollment**

A resident transfer student is eligible for District transportation on routes within the attendance boundaries of the school to which the student has been accepted for open enrollment transfer. It is the responsibility of the parents or guardians of the resident transfer student to have the student at a designated pickup point within the receiving school's transportation area.

Nonresident open enrollment students are eligible for District transportation from a designated pickup point on a bus route serving the attendance area of the school to which the student has been admitted, or as may be otherwise determined by the District.

The District *may* provide transportation for open enrollment nonresident students who meet the economic eligibility requirements established under the national school lunch and child nutrition acts for free or reduced price lunches:

- A. of not more than twenty (20) miles to and from:
  - 1. the school of attendance, or
  - 2. a pickup point on a regular District transportation route, or
  - 3. for the total miles traveled each day to an adjacent district.

The District *shall* provide transportation for nonresident transfer students with disabilities whose individualized education program (IEP) specifies that transportation is necessary for fulfillment of the program:

- A. of not more than twenty (20) miles to and from:
  - 1. the school of attendance, or
  - 2. a pickup point on a regular District transportation route, or
  - 3. for the total miles traveled each day to an adjacent district.

### **Exception**

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:

- A. Up to the determined capacity.
- B. On the basis of the order of the completed applications submitted after the

notification date established in this policy.

C. Without regard to enrollment preference.

D. As long as admission standards are met.

E. Whose applications are submitted by April 15.

Adopted: October 11, 2017

LEGAL REF.:

A.R.S.

[8-371](#)

[15-764](#)

[15-797](#)

[15-816](#) *et seq.*

[15-823](#)

[15-824](#)

[15-825](#)

[15-841](#)

[15-922](#)

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001,  
as amended by the Every Student Succeeds Act (ESSA) of 2015

CROSS REF.:

[EEAA](#) - Walkers and Riders

[IIB](#) - Class Size

[JF](#) - Student Admissions

[JFAA](#) - Admission of Resident Students

[JFAB](#) - Admission of Nonresident Students

[JFABD](#) - Admission of Homeless Students

[JG](#) - Assignment of Students to Classes and Grade Levels

**JFB-R**

REGULATION

**OPEN ENROLLMENT**

**Selection Process**

All applicants will be accepted if there is sufficient capacity. Names of applicants that cannot be accommodated will be placed on a waiting list established for each enrollment priority group. Applications received during the school year will be placed last on the waiting list in the appropriate enrollment category. The District will determine whether the student's admission would be in conformity with its admission criteria. To ensure notification by June 1, the open enrollment form must be submitted by April 15. If an open enrollment form is submitted after April 15, parents may not be informed until after school begins.