

## Mesa Public Schools

# Open Enrollment

- ✓ Admission procedures
- ✓ Criteria
- ✓ Application form



## Introduction

Open enrollment enables Arizona students to attend public schools outside their attendance areas or their districts.

Parents, legal guardians and emancipated students may pick up applications at any Mesa school.

Applications should be returned to the school of choice as soon as possible for enrollment the next school year. Schools:

- reject applications that don't meet criteria and conditions set by the district according to state law
- safeguard class or program size
- attempt to preserve continuity for students who are now enrolled

When considering open enrollment, a parent should be aware that a transfer from one high school to another can affect a student's eligibility to participate in interscholastic athletics. If this is a concern, the parent should consult with the athletic director of the enrolling school.

## Excess Service Capacity

A school cannot enroll resident and nonresident transfer students unless it has excess capacity to serve additional students without adversely affecting educational opportunities for resident students attending their resident school. Factors to be considered in making this determination include:

- physical capacity of the school and classrooms
- availability of staff
- capacity of grade levels, courses and relevant special programs
- availability of other resources

If no excess capacity exists, the school denies the applications. If excess capacity is anticipated, the school reviews the applications.

## Priority of Applications

Schools will first offer admission to students who are currently enrolled and in good standing when application is made for enrollment for the following year. Other applicants will be admitted if the school has capacity for the applicant's enrollment at the time of application.

## Waiting List

If the school lacks capacity, the names of eligible applicants who cannot be accommodated are placed on a waiting list. If space permits, applicants are selected from the waiting list. If the school determines that no capacity is or will be available, applicants on the waiting list will be promptly notified.

## Program Placement

Acceptance guarantees placement into a specific program only for students whose eligibility is defined by applicable state or federal law.

Once accepted by the school, students from outside a school's attendance area follow the same process for program placements as all other students at the school.

Placement in special programs and schools can also be based on the safety and welfare of students and staff.

## Notification

The school will notify accepted applicants and request confirmation that they will attend. Applicants who don't respond within two weeks of notification are deleted from the accepted applicant file.

## Rejection or Revocation

The school may reject or revoke applications if:

- students have been, or are in the process of being, expelled from another school district or other educational institution
- students are not in compliance with a condition of probation imposed by the juvenile court
- currently enrolled students are not in good standing because of academic effort, attendance or disciplinary problems

## Agreement to Honor Rules

Parents and students must agree that students will honor all school rules and regulations, including standards for academic effort, conduct, and attendance.

## Reassignment

Once students are attending their school of choice, they must comply with school rules. Failure to comply with school rules may result in reassignment to another school.

Before reassignment, the principal consults with the appropriate area assistant superintendent and holds an informal hearing with the student and parent or guardian. At the hearing, the principal explains the alleged conduct that violates the rules and gives the student an opportunity to respond.

After the hearing, the principal decides whether reassignment is appropriate. Upon request, the decision of the principal is subject to review by the appropriate area assistant superintendent.

## Open Enrollment Calendar

### **Early Open Enrollment Period – Prior to March 1**

For any application submitted before March 1, the student will be notified of the acceptance decision by April 1. If accepted, the school requests confirmation within two weeks of notification that the student will attend. The names of applicants who are not accepted will be placed on a waiting list.

### **Regular Open Enrollment Period – March 1 to Start of School**

Schools continue to accept applications and maintain a waiting list. Schools notify students who are accepted from a waiting list and request confirmation that the applicants will attend school the following year. Acceptance and confirmation continues until the school meets capacity.

### **Open Enrollment During Current School Year**

An application for the current school year will be acted upon at the discretion of the school principal on a case-by-case basis.

# MESA PUBLIC SCHOOLS

## Open Enrollment Application

A completed application for open enrollment may be submitted at any time. The school will maintain a waiting list, if necessary.

- For applications submitted before March 1 (for the next school year), an acceptance decision will be made by April 1.
- For applications submitted on or after March 1 (for the next school year), an acceptance decision will be made as soon as possible.
- Applications submitted after the start of the school year will be considered on a case-by-case basis.

School year for which application is being submitted 20\_\_\_\_ - 20\_\_\_\_ (one year only) School Requested \_\_\_\_\_

Student's Name \_\_\_\_\_ \*Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First M.I.

**Student's Siblings (List only those siblings who have submitted applications to attend this school next year):**

Sibling's Name \_\_\_\_\_ \*Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First M.I.

Sibling's Name \_\_\_\_\_ \*Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First M.I.

\* Indicate the grade for the school year in which the student is seeking open enrollment.

Name of Parent/Guardian \_\_\_\_\_  
Last First M.I.

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip

To help determine available capacity, is the applicant currently in any special programs? If so, indicate below:

- English Language Learner     Special Education     Gifted     Other \_\_\_\_\_

School currently enrolled in or most recently attended \_\_\_\_\_ School District \_\_\_\_\_

Reason for seeking open enrollment (*optional*) \_\_\_\_\_

Is the applicant currently or in the process of being suspended or expelled from another school district? ....  Yes     No

Is the applicant subject to conditions of probation imposed by a juvenile court? .....  Yes     No

If yes, is the applicant in compliance with all conditions of probation? .....  Yes     No     Not Applicable

**Nonresident and resident transfer students may attend an MPS school under the following conditions:**

1. Acceptance is on a year-by-year basis and subject to application and review each year.
2. The receiving principal will make the final decision regarding acceptance.
3. No applicant will be accepted if acceptance causes crowding or displaces a student residing in the school's attendance area.
4. Transportation will NOT be provided by the district except as set forth in A.R.S. § 15-816.
5. An accepted applicant must follow all rules and regulations of the receiving school, including standards for academic effort, conduct, and attendance. Failure to follow rules may result in reassignment to another school.
6. **GRADES 9-12 ONLY.** Eligibility for athletics and extracurricular activity is affected when students transfer from one school to another. Students considering transfer must contact the assistant principal responsible for the athletic program of the receiving school to determine eligibility status in relation to the possible transfer.

The MPS Open Enrollment Program is established by district policy JC.

The attendance areas of neighborhood schools and regional schools/programs can be obtained at any MPS school.

\_\_\_\_\_  
Student Signature    Date    Parent Signature    Date

**FOR SCHOOL USE ONLY**

APPROVED     NOT APPROVED     WAITING LIST    Principal \_\_\_\_\_ Date \_\_\_\_\_  
Signature