

Out of District Choice/Open Enrollment

The District will consider enrollment requests from Colorado students who do not reside within the boundaries of the school district but who wish to attend a particular school within the District in accordance with the following regulations:

1. Determination of residency

Any questions about a student's residency status must be resolved prior to application for admission. These regulations apply to all Colorado students who do not reside within the boundaries of the school district.

2. Requests for enrollment

Requests for enrollment as a nonresident student must be initiated by the parent/guardian by filing the approved electronic form by January 15, or the first business day thereafter, for enrollment for the following school year.

Electronic forms are available on the District's website. If requested, the Principal, school office staff, or district office staff will explain to the parent/guardian the procedures used to process enrollment requests and are available to help parents complete the electronic form.

Students must submit an enrollment request in accordance with these regulations for each school requested within the district. A record will be maintained of all enrollment requests received from nonresidents.

The Executive Assistant or District Registrar in consultation with the school Principal will make the decision as to whether an application is accepted or rejected based on criteria established in state law, Board policy and regulations, and a priority ranking system. The Executive Assistant, District Registrar, or the receiving school Principal will be responsible for notifying the parent/guardian and student of approval or disapproval of an enrollment request by February 15 for enrollment for the following school year.

Approval of a request to enroll in the District will be conditioned on compliance with each of the following

1. Actual enrollment and attendance prior to the pupil enrollment count day of the following academic year.
2. Satisfaction of all District requirements for enrollment.

In the event any information is falsified or withheld from the District during the enrollment process, approval for enrollment will be withdrawn.

Those students who apply for open enrollment who are not accepted at the time of application, or who submitted their application after the deadline, will be placed on a wait list and will be considered for approval at a later date if space becomes available. The wait list will be maintained until the pupil enrollment count day of each application year, after which a new waiting list will be developed for the next 12 months.

3. Grounds for denial of enrollment

A request for enrollment may be denied at any time if:

1. There is a lack of space or teaching staff in a particular school requested, as determined by the school administration and/or Exceptional Student Services staff, in which case priority will be given to resident students applying for enrollment to the school.
2. The school requested does not offer appropriate programs for the student, or is not structured or equipped with the necessary facilities to meet the student's special needs.
3. The student does not meet the established eligibility criteria for enrollment, including age requirements, course prerequisites, and required levels of performance.
4. A desegregation plan is in effect for the school District, and denial is necessary in order to enable compliance with the desegregation plan.
5. The student has been expelled from any school district during the preceding 12 months.
6. The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel including but not limited to behavior that has resulted in an out-of-school suspension.
7. The student has graduated from the 12th grade of any school or is in receipt of a document evidencing completion of the equivalent of a secondary curriculum.

4. Criteria to determine availability of space or teaching staff

Enrollment requests are subject to space availability in the school requested contingent upon district class size guidelines and subject to availability as determined by the receiving principal taking enrollment projections into consideration. Students whose enrollment requests have been approved will be assigned to classrooms on the basis of available staff and support services as well as the best use of classroom space.

Admission granted to one child in a family will not necessarily support enrollment of another child from the same family.

When the number of applicants exceeds the number of slots available, students will be selected by a random lottery. The following priorities (in the order in which they are listed) are applied each year in connection with implementation of the lottery:

1. New applicants whose parent/guardian is employed by the school district. This preference does not apply to seasonal, temporary, substitute, or coaching staff. Priority is given to students who have the same building assignment as their parent/guardian.
2. Weld RE-4 residents
 - a. Current resident students who were enrolled at their boundary school (school of origin) and moved outside of the attendance area of the school and who wish to continue their enrollment, without a lapse in attendance, at their school of origin.
 - b. New applicants who are siblings of a student that is currently enrolled or accepted for the following year and will be attending at the same time, and in the same building, as their sibling. Siblings must live at the same address for consideration.
 - c. Current Choice Enrollment students changing school levels within the same feeder system.
 - d. New applicants who do not meet the criteria for 2a or 2b.
3. Out-of-District applicants
 - a. Former residents of Weld RE-4 who were enrolled at their boundary school (school of origin), who have moved outside the Weld RE-4 boundaries, and who wish to continue their enrollment, without a lapse in attendance, at their school of origin.
 - b. New applicants who are siblings of a student that is currently enrolled or accepted for the following year and will be attending at the same time, and in the same building, as their sibling. Siblings must live at the same address for consideration.
 - c. Current Choice Enrollment students changing school levels within the same feeder system.
 - d. New applicants who do not meet the criteria for 3a or 3b.
1. Eligibility for activities

Eligibility for participation in extracurricular and interscholastic activities will be determined in accordance with applicable law, bylaws of the Colorado High School Activities Association and the district's eligibility requirements.

5. Continuing enrollment criteria

Acceptance to a school based on an approved Chocie Enrollment application shall have the following duration of acceptance:

1. By level. Once an application is accepted, the student need not reapply each year, but rather may attend the school to which he or she has been accepted for all the grades that school serves (such as K-5, 6-8, 9- 12).
2. Yearly commitment. A student who has been approved for open enrollment has made a commitment to that choice for the current school year; a request to enroll in the neighborhood school or to apply for open enrollment in another school may not be made until the following school year.

Any student enrolled pursuant to these procedures and accompanying Board policy shall be allowed to remain enrolled in the school through the end of the school year unless the student is expelled from the school or the district determines that the student's application contained material misstatements or omissions.

Permission for a nonresident student to attend a District school through the open enrollment/Choice Enrollment process may be rescinded at the end of the school year if the school's growth in enrollment due to an increase in students living in the school's boundary results in inadequate space or resources for enrolled students or undesirable conditions develop. In such cases, the enrollment of nonresident students will be rescinded for particular schools.

Any nonresident student may be denied enrollment for the next school year if, due to a change in circumstances, the school would be required to add programs, space, or teaching staff or make an alteration to facilities or equipment in order to serve the student or the student no longer meets the established eligibility criteria for the school.

Students who were enrolled pursuant to these procedures in view of the fact that their parent/guardian was a district employee at the time of consideration must reapply for the following year if the employment status of their parent/guardian changes with the District.

Students whose place of residence changes within the school District during the school year must notify the Principal for record-keeping purposes. Students will be required to attend the school of their new attendance area the following year unless an application is made for open enrollment.

6. Appeal procedure

Should a request for Choice Enrollment be denied, the parent/guardian will be advised that they may appeal the denial by contacting the Superintendent.

The Executive Assistant, District Registrar, Principal shall submit the reason for the denial of the request, and the parent/guardian's request, to the Superintendent. The Superintendent will review the parent/guardian request and the decision to deny and then make a determination. The Superintendent's decision shall be final.

Adopted: July 1994

Revised: November 2002; September 2006; December 2006; November 2008; August 2017; July 2018; May 2022; November 2022; September 2023; August 2024

Cross Refs: JFBA In District Choice/Open Enrollment; JFBA-R In District Choice/Open Enrollment; JFBB, Out District Choice/Open Enrollment