



File: JFBA

Intra-District Choice/Open Enrollment

The Board of Education endorses the neighborhood school concept and makes many decisions based on student population within the attendance areas of residence. The Board recognizes, however, that resident students may wish to attend a school or participate in a program located in an area other than that of their assigned school. Therefore, students will be allowed to attend any school or participate in any program of their choice on a space available, first-come, first-served basis.

In implementing the open enrollment program, the district is not required to:

1. Make alterations in the structure of a requested school or make alterations to the arrangement or function of rooms within a requested school
2. Establish and offer any particular program in a school if such program is not offered currently in such school
3. Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites and required levels of performance

Notwithstanding the provisions of this policy, a student may be assigned outside his attendance area by mutual agreement of the principals in the special interest of the student and/or school.

Open Enrollment

Resident students and their parents/guardians will be notified on an annual basis of the open enrollment window in sufficient time to apply.

Students, including home-schooled students desiring to take classes on a part-time basis, within a designated attendance area will have priority in registering in that school. Students may apply for open enrollment in a school outside their attendance area and will be admitted if there is space available in the requested school and the application has been submitted within the open enrollment window.

There are two rounds for open enrollment each year. Round 1 Open Enrollment is November 1 to January 15. Notification to parents/guardians will be made by February 15, and families must accept enrollment by March 1 to secure placement. Round 2 Open Enrollment is March 1 to April 1 for Round 2 in accordance with the regulations accompanying this policy. Notification to parents/guardians will be made by May 1 for Round 2 applicants. Approved applicants must confirm acceptance by May 15 for round 2 to secure placement.

	Open Enrollment Application Window	Notification Timeline	Acceptance Timeline
Round 1	November 1-January 15	February 15	March 1
Round 2	March 1-April 1	May 1	May 15

Once approved, students are guaranteed enrollment at the school through the highest grade level unless:

- The student chooses to transfer to another school via the Open Enrollment Process
- The student is withdrawn

Families must reapply for open enrollment if the student transitions to a different school level (e.g. elementary to middle school).

Parents and/or students who desire a change of school outside of the two Open Enrollment Windows (November 1-January 15 and March 1-April 1) must submit a letter together with the required form requesting an administrative transfer (detailed in this policy below). The request will be reviewed and acted upon in accordance with the regulations accompanying this policy.

Transfer Requests

Transfer requests are available to students currently enrolled in a Montrose County School District school.

Transfers are not guaranteed and are subject to:

- space availability at the requested school
- program capacity (e.g., gifted students, special education)

Transfer requests can be submitted throughout the school year, outside of the open enrollment period. However, transfer requests are only considered for extenuating circumstances that significantly impact the student's educational experience. These requests are not intended to serve as an alternative to open enrollment for families who miss the deadline. Transfer requests are considered on a case-by-case basis due to significant change in circumstances.

In order to submit a transfer request, families must follow these steps:

Step 1:

- Complete the district's transfer request form in person at the current school
- Parents/Guardians must fill out the form and schedule to meet with the current principal
- Current principal must sign the transfer request form upon the conclusion of the meeting if the request is approved.

Step 2:

- Parent must schedule to meet with the requested school's principal
- Requested school has 10 school days to render a decision with stated reasons if it is denied.

Families will be notified within 10 school days of approval, or a mutually agreed upon time.

Once a transfer request has been approved, the student will remain enrolled at the requested school for one school year. The family must apply through the open enrollment process if they want to continue at that school.

Open Enrollment & Transfer Considerations

Open enrollment and transfer students attending a school outside their attendance area will be granted enrollment in accordance with this policy and accompanying regulations.

Students granted permission to enroll in a school other than the school in their assigned attendance area will have the same curricular and extracurricular status as all other students attending the school, as determined by applicable law, bylaws of the Colorado High School Activities Association and the district's eligibility requirements.

Any student enrolled pursuant to this policy will be allowed to remain enrolled in the school as it will become the home school for the student and family members. If the student or any siblings choose to return to their original school, a new request for transfer would need to be completed in accordance with the open enrollment process.

Transportation

Transportation for students granted permission to attend school outside their attendance area must be furnished by their parents. Homeless students, students in foster care and students with disabilities will be transported, as necessary, in accordance with state and federal law.

Nondiscrimination

The Board, the superintendent, other administrators and district employees will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition,, national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy. See Board policy AC-E-1 for more information.

Special Education Students

The district will not inquire about an applicant's IEP or disability status until after the applicant has been admitted. Thereafter, the district must consider the request for open enrollment, or transfer to another school or program in accordance with applicable state and federal laws.

(January 1995)

(Revised April 2025)

LEGAL REFS.: C.R.S. 22-1-102 (definition of district resident)
C.R.S. 22-32-109 (1)(II) (Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)
C.R.S. 22-32-110 (1) (k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)
C.R.S. 22-32-110 (1)(m) (power to fix boundaries)
C.R.S. 22-36-101 *et seq.* (open enrollment)
1 CCR 301-8, Rules 4.03 and 8.07 (prohibiting administrative units from inquiring about transferring child's IEP or disability status until after the child has been admitted)

CROSS REF.: AC-E-1, Nondiscrimination/Equal Opportunity
EEA, Student Transportation
IHBG, Home Schooling
JC, School Attendance Areas
JFABD, Homeless Students
JFABE*, Students in Foster Care
JFBB, Inter-District Choice/Open Enrollment
JJJ, Extracurricular Activity Eligibility