Open Enrollment Procedures

Application Procedures for New Open Enrollment Students

The completed application should be submitted to the school principal **by January 15, 2021** to be considered for Group A open enrollment during the following year. Applications received after this deadline will be considered as provided in District Regulation JFB-R. District Regulation JFB-R is available by clicking on "District- Governing Board- Board Policies" at www.cgesd.org. ***Students remaining at the same school site that are currently enrolled through open enrollment do not need to complete a new open enrollment form. However, the family will need to complete an intent to return form.***

- *Group A*- applications received by January 15, 2021
- *Group B*- applications received between January 16, 2021 and February 16, 2021
- *Group C*- applications received between February 17, 2021 and the last day of school, May 20, 2021
- *Group D*- applications received after May 20, 2021

Enrollment projections for each school, grade level, and special program will be computed. Such projections will include the number of students living within the attendance area, students participating in a special District center-based program located at the school, and students currently open enrolled. If the Superintendent has determined that there is capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories from the pool of pupils who have properly completed and submitted applications, who meet admission standards.

The District will give enrollment priority to applicants in the following order, as long as their enrollment can be accomplished in accordance with the District's admission criteria:

1. Siblings of students enrolled in a special District center-based program at the school where attendance is desired.
2. Children of employees who are employed at the school where attendance is desired, or at one of three sets of partner sites, as described below:
   a. Children of employees at Saguaro Elementary School or Casa Grande Middle School may enroll at either Saguaro or Casa Grande Middle School.
   b. Children of employees at Cholla Elementary School or Cactus Middle School may enroll at either Cholla or Cactus Middle School.
   c. Children of employees at McCartney Ranch Elementary School or Villago Middle School may enroll at either McCartney Ranch or Villago Middle School.
3. Previously accepted and enrolled resident transfer students and their siblings.
4. Previously accepted and enrolled nonresident students and their siblings.
5. Resident transfer students.
6. Other nonresident students.

Selection and Notification Procedures

Principals will apply the procedures described in District Regulation JFB-R to select and notify applicants. All applicants meeting admission standards will be accepted if there is sufficient capacity. The filing of an application for admittance under the provisions of open enrollment does not guarantee the enrollment of the applicant in the District, nor is the open enrollment application sufficient to guarantee admission into specific instructional programs within the District. Each specific instructional program has an application/screening, acceptance/rejection, and school site assignment process. Certain District instructional programs require transfer by the student from the original school of attendance.

The deadlines for informing families of the child's acceptance or placement on a waiting list is as follows:

- *Group A*- February 1, 2021
- *Group B*- March 1, 2021
- *Group C*- The 1st day of the month following submission of the application or within two (2) business days, whichever is longer.
- *Group D*- Within two (2) business days

Transportation Provisions

The District does not transport open-enrollment students, except the District will provide transportation limited to no more than twenty (20) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route or for the total miles traveled each day to an adjacent district for nonresident students with disabilities whose IEPs specify that transportation is a necessary related service. Exceptions to the transportation provisions must be approved by the superintendent. ***Transportation for all other open-enrollment students is the responsibility of the parents/legal guardians.***

CASA GRANDE ELEMENTARY SCHOOL DISTRICT

OPEN ENROLLMENT APPLICATION

2021-2022 SCHOOL YEAR

STUDENT INFORMATION

Student's Name _____
(Name on Birth Certificate)   Last, First M.I.

Birth Date _____   Male   Female   Grade for 2021-2022 _____

Home Address_____
(Where child resides)   Street   City   Zip

Mailing Address _____
(If different than Home Address) Street   City   Zip

LEGAL PARENT/GUARDIAN INFORMATION

Parent/Guardian's Name _____ Relationship _____
                            Last   First

Home Phone _____ Mobile Phone _____Work Phone _____

Email Address _____

SCHOOL CHOICE

Request assignment to _____ .

    This child resides **OUTSIDE** the Casa Grande Elementary School District boundaries.
       Home District & School _____

    This child resides **WITHIN** the Casa Grande Elementary School District boundaries.
       Home School _____

School currently attends or most recently attended: _____
                                Public   Private   Charter

Reason for seeking admission: (If applicable, attach more information)

    Sibling attends requested school   Family moved/Requesting continued enrollment

    Proximity to home   Parent/Legal Guardian works at site

    Proximity to work   Parent/Legal Guardian works at partner site

    Proximity to daycare   Other _____

SPECIAL PROGRAMS

Has the above-named child received:

YES   NO   Services through an IEP? If so, please either provide a copy of the IEP or provide consent to release your child's records.

YES   NO   Gifted services?

YES   NO   EL Services?

YES   NO   504 services? If so, please either provide a copy of the 504 plan or provide consent to release your child's records.

YES   NO   Other- Please explain_____

ADDITIONAL QUESTIONS

Has the above-named child been:

YES   NO   suspended or expelled from any school? Date _____   School/District _____

YES   NO   considered for suspension or expulsion from a school? Date _____   School/District _____

YES   NO   NA   on probation or facing conditions imposed by a juvenile court?

YES   NO   NA   referred for truancy mediation or issued a truancy citation in the current or previous year?

SIBLING INFORMATION

List all siblings currently attending CGESD school(s). *A separate open enrollment form MUST be filled out for each child.*

Sibling Name	Current School	Grade 2021-2022	Applying for Open Enrollment at this school? (*check if yes*)	Special Program (*check if yes*)

HOW DID YOU HEAR ABOUT US?

(*OPTIONAL*)

Facebook   Twitter   Instagram   Website   Newspaper   Family/Friend   Other_____

SIGNATURE

Signing this application affirms the following:

Under the open enrollment policy, students are permitted to attend a school outside their attendance area under the following conditions:

1. If available capacity exists at the student's grade level or program.
2. An open enrollment application may be submitted at any time.
3. Open Enrollment is subject to review each year.
4. Transportation for the child is the responsibility of the parent or legal guardian.
5. Providing false information on this form may result in the attendance exception being denied or rescinded.
6. Applications are due by January 15, 2021 for Group A eligibility.

Parent/Guardian Signature _____ Date _____

OFFICE USE ONLY
Date received: _____   *Received By:*_____

Student AzEDs#: _____   *Home Address Zone Code:* _____

Approved   Placed on waiting list   Not approved, reason: _____   Parent withdrew application

Principal Signature _____   *Date* _____

Parent/Guardian Notification   Date _____   mail   email   phone

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A summary of the District Open Enrollment Procedures can be found on the attached page.