



# *Choose TUHSD*

## **Open Enrollment Procedures**

### **Introduction**

Open enrollment enables Arizona students to attend public schools outside their district attendance areas or outside their district of residence. In accordance with state law, Tolleson Union High School District (TUHSD) has established and implemented an open enrollment program without charging tuition for all Arizona resident and nonresident students.

### **Student Definitions**

- "Nonresident pupil" means a pupil who resides in this state and who is enrolled in or is seeking enrollment in a school district other than the school district in which the pupil resides.
- "Open enrollment" means a policy that is adopted and implemented by a school district governing board to allow resident transfer pupils to enroll in any school within the school district, to allow resident pupils to enroll in any school located within other school districts in this state and to allow nonresident pupils to enroll in any school within the district pursuant to section 15-816.01.
- "Resident pupil" means a pupil whose residence is within the attendance area of a school
- "Resident school" means a school that is within the designated attendance area in which a pupil resides.
- "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.

### **Enrollment Priorities**

In accordance with A.R.S. §15-816 and Policy JFB, TUHSD will give reserved capacity, to the following subgroups:

- A. Resident pupils.
- B. Pupils returning to the school from the prior year.
- C. Siblings of pupils already enrolled.

### **Capacity**

A school district shall update on each school's website the school's capacity and whether the school is currently accepting open enrollment students, at least once every twelve (12) weeks unless there are no changes to report for the individual school. If a school has any other separate capacity by specialized program that shall also be listed. Schools shall accept pupils throughout the school year as capacity allows. Pupils who are denied access due to capacity shall be informed that they are on a wait list.

**Acceptance is on a year-by-year basis and students must apply annually.**

### **Application Procedures**

The student's parent completes one open enrollment application per student and submits it to the school in which the student seeks to enroll. The following criteria will apply:

- A completed application for each student may be submitted beginning December 1 but no later than March 1.
- All applications for open enrollment acceptance will be considered and not determined on a first come, first-served basis. Everyone who applies during the open enrollment period has the same opportunity for acceptance. Applications received after the open enrollment period has ended will be accepted and informed of current capacity.
- The parent will be notified in writing whether the application has been accepted, or placed on a waiting list as capacity allows, by May 1.

### **Transportation**

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.

### **Athletic/Extracurricular Participation**

Eligibility for athletics and certain extracurricular activities may be affected when students transfer from one school to another. A student considering transfer is advised to discuss his/her situation with the Assistant Principal for Athletics at the site of current enrollment.