



Poudre School District Choice/Open Enrollment Timeline and Information for Period Beginning 8/20/07

NOTE: This document is only intended as an aid to the understanding and implementation of District Choice/Open Enrollment Policy JFBA. In the event of any conflict or inconsistency between this document and Policy JFBA, Policy JFBA shall govern.

Policy JFBA and School Choice Application forms are available at all schools, the PSD Support Services Center, 2407 LaPorte Avenue, and at www.psdschools.org under "School Registration"

Dates	Required Action and Related Information
8/20/07 – 2/8/08	<ul style="list-style-type: none"> • Parents are encouraged to obtain information about PSD neighborhood schools* and PSD choice schools and programs* in order to determine whether to apply for choice/open enrollment.* • First-round submission of choice/open enrollment applications for 2008-09 school year: Application forms must be submitted to the desired choice school or program. The order in which applications are received during this period does not affect a student's chances of acceptance. • Parents must complete, sign and submit a separate Application form for each child and for each choice school or program. School will date stamp all applications, and provide a copy for parents.
2/7/08	<ul style="list-style-type: none"> • Parents must register students entering kindergarten in the fall of 2008 at their neighborhood school, even if an application is pending for choice/open enrollment. Although kindergarten registration by 2/7/08 is strongly encouraged, failure to meet this deadline will not preclude enrollment.
2/8/08	<ul style="list-style-type: none"> • Deadline for first-round choice/open enrollment applications for the 2008-09 school year. Deadlines will be strictly enforced.
2/11/08- 2/13/08	<ul style="list-style-type: none"> • District determines total number of spaces available for the 2008-09 school year at each grade level served by the school or program. • Space determinations for individual students submitting first-round choice/open enrollment applications will be made based on order of priority* specified in Policy JFBA. • Each applicant for whom space is available must be determined to be eligible for the choice school or program before he or she is accepted for admission.
2/14/08	<ul style="list-style-type: none"> • Public lotteries will be held at schools if the number of choice applicants exceeds the number of spaces available within a priority level for any grade.
2/14/08 – 2/22/08	<ul style="list-style-type: none"> • Schools will call and notify in writing all first-round applicants regarding whether they have been accepted for admission to the choice school or program to which they applied. Parents shall have 3 school days to respond by phone to accept or decline their child's admission. First-round applicants will be considered to have declined admission if the parent fails to respond within 3 school days. • Schools will send a letter confirming enrollment for 2008-09 to parents who accept admission. • PSD reserves the right to rescind or amend* any or all choice/open enrollments. • First-round applicants who are notified that space is not available will be placed on an in-District waiting list* or out-of-District waiting list*, in accordance with their previously determined order of priority.*
2/11/08- 8/15/08	<ul style="list-style-type: none"> • Second-round submission of choice/open enrollment applications for 2008-09 school year: Application forms must be submitted to the desired choice school or program. Applications received during this period will be considered at the time they are received. • Second-round applicants who are notified that space is not available will be added to the in-District waiting list* or out-of-District waiting list*, on a first-come, first-served basis.

*See Definitions and Additional Information on page 2 of this document.

Revised srb/12/20/07

***Definitions and Additional Information**

Choice/Open Enrollment & Choice Schools and Programs – Means parent/guardian-initiated enrollment of a student in a District school or program (referred to as a “choice school or program”) other than the student’s neighborhood school. The student must commit and plan to remain in the school or program of choice for at least the remainder of the academic year for which the student was admitted. A student who wishes to return to his or her neighborhood school, or who wishes to enroll in a different choice school or program, must submit a School Choice Application.

Neighborhood Schools – Means elementary, junior high, and senior high schools that serve students from a specific geographic area established by the District. Students shall be assigned to attend their neighborhood school without the necessity of submitting a School Choice Application form, unless their application for choice/open enrollment to another school or program is granted or unless a transfer is allowed or required.

Order of Priority – For each grade level where the number of choice/open enrollment applicants during the first-round application period exceeds the number of spaces available, the determination of space availability for each applicant shall be made based on the following order of priority:

1. Students who reside within the attendance area of the neighborhood school they wish to attend.
2. Students currently enrolled in the school; and students who wish to continue attending a program that spans different grade levels and schools (such as a Core Knowledge or International Baccalaureate program).
3. New student applicants who reside within the District who are siblings of a student currently enrolled in the school and who live at the same residence as the currently enrolled student.
4. Children who reside within the District whose parent/guardian is employed at the school.
5. New student applicants who reside within the District and are not siblings of a currently enrolled student living at the same residence or the child of a school employee.
6. New student applicants who reside outside of the District who are siblings of a student currently enrolled in the school and who live at the same residence as the currently enrolled student.
7. Children who reside outside of the District whose parent/guardian is employed at the school.
8. New student applicants who reside outside of the District and are not siblings of a currently enrolled student living at the same residence or the child of a school employee.

If the number of applicants exceeds the number of spaces available within any of the foregoing priority levels, the space availability determination shall be determined by random selection at a public lottery.

Right to rescind or amend – The District reserves the right to rescind and/or amend any or all choice/open enrollments, including the reassignment of choice/open-enrolled students to their neighborhood schools or to other choice schools or programs with available space, if it determines that (1) the choice/open enrollment was obtained through misrepresentation or nondisclosure of a material fact, (2) there is overcrowding of facilities in the choice school or program, (3) the choice school discontinues a particular program, (4) the choice school or program cannot continue to meet the special needs of the student, (5) the student no longer satisfies the eligibility criteria or level of performance required by the choice school or program, or (6) for other reasons authorized by law and considered by the District to be in the best interest of the student and/or the school or program.

Waiting list – Whenever space becomes available in the grade level of a choice school or program that has a waiting list, applicants shall be considered for enrollment in order on the waiting list, with students on the out-of-District waiting list considered only if there are no students on the in-District waiting list for the same grade level. Until they are considered for enrollment, students shall remain on their respective waiting lists for each year they are eligible to attend the choice school or program to which they have applied, but only if they provide written notice on or before the second Friday in February each year that they wish to remain on the waiting list to be considered for admission the following school year.

Refer to Poudre School District School Choice Policy JFBA for specific details (available at www.psdschools.org)