

INTRA-DISTRICT OPEN ENROLLMENT (Policy JECBD)

The Board believes that students should be permitted to attend their school of choice within the District. The Board will permit students to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria shall be consistent with State Law and shall include:

1. Student Selection Priority
 - a. First - Students assigned by attendance area to a specific school building
 - b. Second - Students of staff members
 - c. Third - Students who are members of the same family unit (brother or sisters) of students who are enrolled in the same school for the same year.
 - d. Fourth - Students who have applied for an intra-district transfer by the stated deadline of June 15
 - e. Fifth - Students who move into the district after the stated deadline of June 15
2. Transfers may not create a racial imbalance.
3. Grade level and program balance must be maintained. The following will be used to determine eligibility for intra-district open enrollment:
 - a. Kindergarten – 20 students per class
(When a request for intra-district takes the school's student teacher ratio for kindergarten to 20.1 to 1 or above, that request shall be denied.)
 - b. Grades 1-5 - 23 students per class
(When a request for intra-district takes the school's student teacher ratio for that grade level to 23.1 to 1 or above, that request shall be denied.)
4. Once a student has been approved for intra-district transfer pursuant to this policy, the student may continue to attend that building through the 5th grade without reapplying. He/she may request to transfer back to their neighborhood school for the following year by applying prior to the deadline of June 15.
5. Students receiving special education services are required to attend the school within the District where the services specified on the student's IEP are currently available.
6. New intra-district requests must be completed no later than June 15th. The Director of Student Services will determine if the criteria for eligibility can be met. Each application will be date/time stamped upon receipt. Selection for consideration will be ranked based on the selection priority outlined above and the date/time stamp from the applications received on/before the deadline.
7. In accordance with the above stated standards, the Director of Student Services will make the final

decision whether to grant or to deny the intra-district transfer request.

8. The Director of Student Services will notify the parents when action has been taken on their request. This will take place, at the latest, the week before school starts.
9. Transportation shall be the responsibility of the parent. Bus service may still be provided by completing an Alternative Transportation form. The student must be picked up or dropped off at a caregiver or guardian whose residence is in the transport area of the requested school boundary.
10. The student, once reassigned, will remain in the school of choice for that school year.
11. Once the school year has commenced, any elementary student who changes residence to another elementary attendance area may stay in their original elementary school for the remainder of the school year.

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