

## **SCHOOL CHOICE - OPEN ENROLLMENT AND TRANSFER REGULATIONS FOR KINDERGARTEN – GRADE 12 STUDENTS**

Colorado Springs School District 11 (the District) uses an on-line choice application process and District-wide choice application database under the overall responsibility of the D11 Centralized Enrollment Office (the Enrollment Office). Choice open enrollment applications will be processed and monitored by the Enrollment Office. (Note: See Regulation JFBA-JFBB-R-2 for magnet programs/schools)

### **Enrollment Office Duties and Responsibilities:**

1. Ensure operational maintenance of the overall choice enrollment application system.
2. Provide online directions and employee training as necessary for the application form and processing.
3. The Enrollment Office will review all choice applications submitted, prioritize them per Board policy and match them against available seats at the schools requested.
4. The Enrollment Office, working in close coordination with the school principal or designated staff, will notify applicants in writing if their application has been approved/denied, or if they will be on a waitlist. A choice enrollment application is approved or denied based on the criteria established in state law and/or Board policy (See Board Policies JFBA/JFBB and JC).
5. The Enrollment Office will make available to schools on request a school summary of applications approved and/or in process, including waitlist status.
6. If the applicant accepts the spot offered to them, the Enrollment Office will work with them to enroll the student.

### **School Responsibilities:**

1. The school principal or designated staff will provide the Enrollment Office with the number of spaces they have available per grade level based on school utilization as defined in Policy JC (not later than ten school days before the close of the priority open enrollment window).
2. The school principal or designated staff will also provide timely updates on space availability if conditions change based on attendance area enrollment or other factors.
3. Provide families with opportunities to take tours of school facility and programs.

### **Applicant Responsibilities:**

1. Complete the online application form accurately and completely on the D11 website as soon as possible after the start of the priority open enrollment window. The applicant may apply for up to three schools on a single application. Applications are time stamped

at the time of submission to facilitate the Board prioritization process.

2. Accept an approved application notice from the Enrollment Office by the stated deadline then follow up with the actual enrollment process for the student. Failure to accept an approved application by the deadline indicated will result in the application being placed back on the waitlist for future consideration.

### **Communications and Marketing Department Responsibilities:**

The District's Communications and Marketing Department is responsible for developing and implementing a communication plan for notifying the community about the Choice Open Enrollment timelines and process not later than 30 days before the start of the priority open enrollment window.

### **Designation of Priority Open Enrollment Choice Window and Post-Window Application Period**

The priority open enrollment choice window will open on December 15th and will close on February 15th or the last school day prior to February 15<sup>th</sup>.

After the priority window closes, the choice enrollment application process for the applicable school year is ongoing until 10 school days prior to the end of the school year. Resident students new to the district wanting to submit an open enrollment application may do so at any time of the year prior to enrolling in their neighborhood school. Eligible applicants at each grade level shall receive enrollment offers where space is available according to their priority group. [Note: Magnet programs/schools may have additional application criteria and enrollment windows. These applications are processed in accordance with Regulation JFBA/JFBB-R-2].

### **Processing Open Enrollment Choice Applications**

#### **1. Priority Open Enrollment Window Applications**

- a. The Enrollment Office will notify in writing applicants who have submitted an open enrollment choice application to a given school within the priority open enrollment window of the enrollment decision no later than 10 school days after the close of the window.
- b. Applications that are not approved will be placed on the waitlist in the order in which the applications are received within their respective priority category.
- c. Applicants accepted to a school through the choice enrollment process must notify the Enrollment Office of their intent to enroll within 5 school days of receipt of the notice of acceptance.
- d. Applications received during the priority open enrollment choice window will be

considered and acted upon by the Enrollment Office prior to consideration of applications received after the close of the priority open enrollment window.

## **2. Choice Applications Received After the Priority Open Enrollment Window Period**

- a. Applications received by the Enrollment Office after the close of the priority open enrollment window will be acted upon within 10 school days of receipt. If no space is available, applicants will be placed on the waitlist in the order the application was received, after those placed on the list from the priority open enrollment window.
- b. Applicants accepted to a school through the choice enrollment process must notify the Enrollment Office of their intent to enroll within 5 school days of receipt of the notice of acceptance.

## **3. Waitlist Processing**

- a. The Enrollment Office will maintain all choice application waitlists for the District. Applicants who applied during the priority open enrollment window and beyond for the subsequent school year will be contacted through email in September to confirm the applicant wishes to remain on the waitlist.
- b. Applicants must respond within 5 school days or will be removed from the waitlist.

## **Appeal Procedure**

Applicants may appeal the decision by contacting the Superintendent or designee. A copy of the denied application must accompany the appeal request.

Approved November 30, 1994  
Revised November 2, 2001  
Revised August 2003  
Revised February 2010  
Revised April 24, 2019  
Reviewed December 9, 2020  
Revised June 14, 2023

LEGAL REFS.: C.R.S. 22-1-102 (definition of District resident)  
C.R.S. 22-32-110 (1)(m) (power to fix boundaries)  
C.R.S. 22-32-116 (if student becomes non-resident)  
C.R.S. 22-36-101 et seq. (open enrollment)

CROSS REFS.: IIB, Class Size  
JC, School Attendance Areas and School Building Capacity  
JFBA/JFBB, School Choice-Open Enrollment and Transfers  
JFBA/JFBB-R-2, Magnet Schools/Programs  
JJIB, Interscholastic Sports CHSAA By-laws and Handbook