

Emery County School District



Policy: JFAB-R—Enrollment Guidelines

Date Adopted: 12 October 1994
Current Review / Revision: 16 July 2008

Guidelines for non-resident students to attend a school in the Emery County School District have been established and comply with the standards of Utah Code 53G-6-402 through 407. Non-resident students/parents requesting attendance at a school in the Emery County School District need to complete an application form using the guidelines for participation outlined on this page. There are general guidelines applicable to all students at all times and specific guidelines that relate to the two application periods:

- 1) The Early Enrollment period runs from December 1 through the third Friday in February for the forthcoming school year.
- 2) The Late Enrollment period begins after the third Friday in February for the forthcoming school year and anytime during the current year.

General Guidelines for participation applicable to all students at all times

- 1) Each application will be screened and considered on an individual basis based on threshold and capacities outlined in Policy JFAB and in Utah Code 53G-6-402 through 53G-6-407. Applications may be denied to those who have committed serious infractions of the law or school rules, or have been guilty of chronic misbehavior that would, if it were to continue, endanger persons or property, cause serious disruption in the school, or place unreasonable burdens on school staff. Academic standing cannot be used for exclusion. Exceptions may be made by provisional enrollment agreement entered into by the parent, student, and school establishing conditions and consequences for continued enrollment.
- 2) A one-time, non-refundable \$5.00 processing fee, payable to the requested school, may be charged at the time application is submitted. (This fee can be waived for qualified applicants.)
- 3) Once enrolled, the student may remain enrolled in a school, subject to compliance with rules and standards established for all students, including those established by individual agreement, without renewed applications in subsequent years unless one of the following occurs:
 - (a) the student graduates;
 - (b) the student is no longer a Utah resident;
 - (c) the student is suspended or expelled from school; or
 - (d) the district determines that enrollment within the school will exceed the schools' open enrollment threshold.
- 4) Parents/students are responsible for their own transportation to and from school except as provided in Utah Code 53G-6-405 and 53G-6-407 which allows students to ride on established routes on a space available basis provided no additional costs will be incurred by the District.
- 5) Applications are considered and granted on an individual basis with no stated or implied guarantee to siblings. However, the District will consider and make an effort to accommodate applicants who have a sibling in the

requested school or in the District.

- 6) Utah High School Activities Association guidelines/policies will be followed for students who want to participate in inter-scholastic competitions.
- 7) Once enrolled, a student may be excluded from continued enrollment if the school he/she is attending will exceed the open enrollment threshold for the next school year. If exclusion is necessary for the next year, parents or guardians will be notified by March 15. The most recently enrolled will be the first excluded. (53G-6-402.
- 8) Other than exclusion for cause, non-resident students who choose to return to their home school for the next year, need to notify the school they're attending on or before March 15.
- 9) A non-resident student may graduate with one semester of attendance and meeting requirements generally applicable to all students.
- 10) Falsification or intentional misrepresentation of information on the application will result in cancellation of the application.
- 11) Any decision or action taken upon provisions of this law may be appealed to the School Board through the Superintendent's office.

Application Process

- 1) Applications are initiated at the requested school.
- 2) Applications will be handled on a first come, first serve basis.
- 3) For the Early Enrollment period, the application needs to be completed and returned to the requested school before the third Friday in February. Parent notification of acceptance or rejection or an application will be made within six weeks after the receipt of the application or by March 31, whichever is later.
- 4) For the Late Enrollment period, upon receipt, the school will review the application and notify the parents of acceptance or rejection within two weeks or by the Friday before the new school year begins, whichever is later.

Notwithstanding the dates established for submitting applications and notifying parents of acceptance or rejection of an application, the School Board may delay the dates if it is not able to make a reasonably accurate projection of the early or late enrollment capacity of a school due to school construction or remodeling, revision of school boundaries, or other circumstances beyond the control of the School Board.