

CHOICE ENROLLMENT

Attendance Areas

The Board of Education is committed to providing a variety of learning opportunities to meet the diverse needs of students. Students will attend the district school determined by their residence unless an application for choice enrollment to attend another school or program is approved. No student will be enrolled in a school outside their attendance area without prior approval in accordance with this regulation.

The principal or designee of each school will be responsible for checking student enrollment records to determine that each student is a legal resident of that school's attendance area or has an approved application for choice enrollment, transfer, or placement.

A "choice enrolled" student is one who is a resident or non-resident of the Thompson School District attending a district school other than the school within their attendance area or school district of residence.

Students who wish to transfer to a different school must reapply under choice enrollment in accordance with this regulation. Students who wish to return to their neighborhood school may do so during the choice enrollment window for the following school year or as a transfer student during the current school year in accordance with the transfer process set forth below.

In the event that any information is falsified or withheld from the district in connection with the choice enrollment process, any approval for admission and continued enrollment may be immediately withdrawn. If an applicant is not approved for a given school year, the student must reapply under the choice enrollment process if admission is desired for the following year.

General Information

The choice enrollment process is comprised of two separate application periods:

- Round 1 – The Round 1 application window runs from the first Monday following the Thanksgiving Break through the first Friday following the Winter Break. Students who apply during the Round 1 window are included in the school's enrollment lottery (if applicable) which is held after the Round 1 closure date.
- Round 2 – The Round 2 application window begins after the release of Round 1 lottery results and concludes on the last school day of August. Round 2 applicants will either be enrolled on a first-come, first-served basis (if the school/grade is not full after placement of Round 1 applications) or placed on the waiting list within their priority group if the school/grade is full.

During both application periods, students must apply using the district's online form, and students may submit applications for as many schools and programs as they choose. Students experiencing difficulty with the online platform may contact the district for assistance, but in no event will the Round 1 deadline be extended for applications submitted after the application window closes.

Timeline

October-November	District notification to families of upcoming choice enrollment application window and the process for application
First Monday after Thanksgiving Break	Round 1 choice application window opens
First Friday after the Winter Break	Round 1 choice application window closes
By the Last Friday in February	Lottery results are shared publicly; Parents/Guardians receive enrollment offer, waitlist or denial notification
Monday following the release of Round 1 Lottery Results	Round 2 choice application window opens; Round 2 applicants are enrolled on a first-come, first-served basis after the Round 1 applicants or placed on the waiting list within their priority group
Within five (5) days following the publication of enrollment offers	Student deadline to accept or decline enrollment offer
Between First Monday in March and end of Choice Enrollment window	Following public lottery results and notification, schools give enrollment offers to waitlisted students based on space availability
Last School Day in August	Round 2 application window closes
First School Day in September	Choice enrollment applicants remain on their prioritized category waiting list and offered enrollment if the principal identifies additional space availability in the school or program in accordance with district class size guideline and subject to teaching staff availability. The school may accept transfer application requests, considering student applicants in accordance with the applicable waiting list. Transfer applicants will be added to the end of the applicable waiting list on a first-come, first-served basis.

Applications for Choice Enrollment

Requesting students must submit a choice enrollment application online. Students will have the option of requesting multiple schools.

Round 1 choice enrollment applications must be submitted within the application window defined in the timeline of this regulation. If the number of choice enrollment applications exceeds the number of available openings at the receiving school, students will be selected by a lottery system. The decision as to whether a choice enrollment application is accepted or rejected is based on criteria established by state law and Board policy. Status of all choice enrollment requests will be communicated to parents/guardians in accordance with the timeline in this regulation.

Criteria to Determine Availability of Space or Teaching Staff

Choice enrollment and transfers within the district will be approved subject to space availability in the school or program requested contingent upon district class size guidelines and subject to teaching staff availability as determined by the receiving principal taking enrollment projections into consideration.

Selection Process

When the number of applicants exceeds the number of slots available, students will be selected by a random selection lottery. When multiple siblings apply for choice enrollment at the same school, they will be linked as siblings in the lottery process and to the greatest degree possible, family units requesting choice enrollment or transfer will be kept intact.

Those students who apply for admission who are not accepted at the time of application will be placed on a waiting list and will be considered for approval at a later date if space becomes available. Choice enrollment applications and transfer applications received after the Round 1 choice enrollment window will be added to the end of the applicable waiting list on a first-come, first-served basis.

The following priorities are applied each year in connection with implementation of the lottery:

- 1) A student of an inbound active duty military member.
- 2) A student of a regular Licensed, Classified or Administrative, Professional & Technical (APT) employee, whether they reside inside or outside of the district.
- 3) A resident student whose sibling has been in attendance and will be attending their requested school the following year.
- 4) A resident student whose sibling has been selected via the lottery to attend the requested school the following year.
- 5) A student who currently attends a Dual Language Immersion program that feeds into the school for which choice enrollment is sought.
- 6) A student who resides in the District.
- 7) A new student who resides outside the District.

Conditional Offers

Eligible applicants at each grade level will receive enrollment offers where space is available according to their priority group listed above, and their assigned random lottery number. When space is not available, one waiting list per grade or program will be established according to each student's assigned priority group and vacancies shall be filled from the list in the order they appear. If waitlisted applicants are not offered enrollment by the end of Round 2 choice enrollment and wish to attend the school in the next school year, they must reapply under the choice enrollment process for the following year.

Application Notification

The district will provide notification for each Round 1 applicant of their application status (conditionally accepted, denied, or waitlisted) no later than the last Friday in February. Applicants placed on the waiting list have priority over those who apply during the Round 2 window. Offer for enrollment will be given five (5) days in which to accept the offer. If the student does not accept the offer, the offer will be considered declined and the student will no longer be considered for that school year.

Conditional Acceptance

The applicant must accept or decline enrollment offers within five (5) days of offer. Applicants who do not respond within this timeframe may have their offer automatically declined on their behalf. Applicants may only accept one offer for enrollment. Once an enrollment offer has been accepted, the applicant's other offers will automatically move to a "declined" status. By accepting

the offer of enrollment at a school that is not their designated neighborhood school, the applicant is declining their guaranteed seat at their designated neighborhood school. Applicants remain on the waiting list for schools to which they have applied but not yet received an offer for enrollment.

Appeal Procedure

Should a request for choice enrollment or transfer be denied, the student will be advised by the principal that they may appeal the denial by contacting the assigned level director.

If the student appeals the denial, the principal will submit the reason for denial of the request, and the student's request to the assigned level director considering the appeal. The assigned level director will review the student's request and the principal's decision and then make a determination.

Upon the student's request, the Chief Academic Officer will review the decision of the assigned level director. The Chief Academic Officer's decision will be final.

Continuing Enrollment Criteria

Any student enrolled pursuant to this policy will be allowed to remain enrolled at the school or program through the end of the highest level of the school unless the student is expelled from the school or program or the district determines that the student's application contained material misstatements or omissions.

Permission for a student to attend a district school may be rescinded at the end of the school year if the school's growth in enrollment due to an increase in students living in the school's boundary results in inadequate space or resources for enrolled students. In such case, the enrollment of choice or transfer students will be rescinded for particular schools or programs.

Any choice or transfer student may be denied enrollment for the next school year if, due to a change in circumstances, the school would be required to add programs, space, or teaching staff or make an alteration to facilities or equipment in order to serve the student or the student has been expelled or otherwise no longer meets the established eligibility criteria for the school.

The district reserves the right to rescind and/or amend any or all choice enrollments, including but limited to reassigning students to their neighborhood schools, if it determines that there is overcrowding of facilities, the choice school discontinues a particular program or cannot continue to meet the special needs of a student, the student no longer participates in the program that caused the choice enrollment to be made in the first place, or for other reasons authorized by law and considered by the district to be in the best interest of the student and/or the school.

Automatic Re-Enrollment Unless Otherwise Notified

Once a student is accepted under the choice enrollment process, reasonable effort will be made to permit the student to complete the highest grade in the building subject to the right of residents of the attendance area to attend the school.

Unless parents/guardians are otherwise notified by the school or district, students accepted for choice enrollment will automatically be re-enrolled in their choice enrollment school each year without completing a choice enrollment application. Should parents wish to choice enroll their children in another district school (including their neighborhood school), they will be required to complete a choice enrollment application during the regular choice enrollment window according to these regulations. Thompson School District R2-J, Loveland, Colorado

Eligibility for Activities

Eligibility for participation in extracurricular and interscholastic athletics will be determined in accordance with applicable law, the rules of the Colorado High School Activities Association, and the district's eligibility requirements. Students should be aware that changing schools may have an effect on the student's eligibility for athletics. Current information about eligibility related to school transfers or choice enrollment is available at www.chsaa.org.

Any student who enrolls in a school outside of their attendance area by falsifying their address forfeits eligibility to participate in the school's activities.

Grounds for Denial of Choice Enrollment

A choice enrollment request may be denied at any time if:

- a. There is a lack of space or teaching staff within a particular program or school requested.
- b. The school requested does not offer appropriate programs for the student, is not structured or equipped with the necessary facilities to meet the student's special needs or does not offer a particular program requested.
- c. The student does not meet the established eligibility criteria for participation in a particular program including age requirements, course prerequisites, and required levels of performance.
- d. A desegregation plan is in effect for the school district, and such denial is necessary in order to enable compliance with the desegregation plan.
- e. The student has been expelled from any school district during the preceding 12 months.
- f. The student has demonstrated behavior in any school district during the preceding 12 months that is detrimental to the welfare or security of other students or of school personnel including but not limited to behavior that has resulted in an out-of-school suspension.
- g. The student has graduated from the 12th grade of any school or is in receipt of a document evidencing completion of the equivalent of a secondary curriculum.

Transfers

The transfer process is available to allow flexibility in school enrollment within the current school year and/or when circumstances necessitate a change in school. All requests for enrollment at a school outside a student's attendance area will be processed as transfers once the school year has begun and the choice enrollment window has closed.

Requesting students must submit the transfer form to the principal or designee of the school which the student wishes to attend (receiving school). The transfer form will be available online on the district's website. The principal or district personnel will explain to the student the process for transfer requests. The receiving school principal will notify the principal of the school the student currently attends as to the disposition of the request.

The receiving school principal will make the decision as to whether the transfer application is accepted or rejected based on the same criteria established in state and federal law and Board policy as used to consider choice enrollment requests. It may be appropriate under some circumstances to conditionally approve a transfer request. The receiving school principal will be responsible for notifying the parents and students of approval or disapproval of a transfer request as soon as possible.

Approved transfers will be granted through the end of the highest grade level of the school.

Students who wish to return to their neighborhood school or to transfer to a different school must reapply for transfer in accordance with these regulations.

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