

Open Enrollment/School Attendance Areas

Attendance Boundaries/Assignment of Students to Schools

1. Students living within the attendance boundaries of individual schools have priority for attendance at that school.
2. Parents or guardians may make application to enroll in a school other than their attendance boundary area school.
3. The superintendent will set enrollment caps at each school.
 - a. Enrollment caps for 2017-2018 are:
 - Cascades – 350 students
 - Green Acres – 350 students
 - Hamilton Creek – 350 students
 - Lacombe – 250 students
 - Pioneer – 400 students
 - Riverview – 400 students
 - Seven Oak – 600 students
 - b. The cap does not apply to siblings of students currently enrolled in that school.
4. Parents choosing to send their student to a school other than the school in their attendance boundary area will be responsible for transportation to and from school unless space is available on a district bus that travels an appropriate route. Routes will not be altered to accommodate open enrolled students.

Open Enrollment Process

1. Parents desiring to enroll a student in a district school in an attendance area other than the one in which they reside must complete an “Application for Open Enrollment” form and submit it to their attendance area school by May 1st. Parents may submit individual student or family applications.
2. These applications will be approved unless one of the following situations exists:
 - a. The school’s enrollment capacity has been met.
 - b. The classrooms at the student’s instructional level are full. Full is defined as follows:
 - Grades K-2 – 23 students;
 - Grades 3-8 – 28 students;

3. A letter noting the district's decision made will be mailed to the parent and the schools concerned no later than August 15th.
4. If there are more students requesting open enrollment into a school than there are spaces provided by the enrollment cap, then a lottery (See Lottery Policy JEC-AR (2)) will be used to create a rank order of students. This same process will be used in elementary schools if more students are requesting open enrollment into an instructional level than there are spaces available at that level.

To be included in this lottery, open enrollment requests must be submitted to the students' attendance area school no later than May 1st. This lottery will take place no later than August 14th.

If spaces are available in August as a result of students leaving the district during the summer, students will be placed according to the remaining rank order created by the lottery described above. This placement will occur prior to the first day of school.

5. Once approved an open enrollment will ordinarily remain in effect until the student completes the highest level of instruction in the school; the student's parent requests that the open enrollment be rescinded; or administrators revoke the open enrollment for reasons such as erratic attendance, excessive tardiness, or other unsatisfactory performance, as defined below:
 - Student arrives tardy on more than 10% of school days
 - Student is absent on more than 10% of attendance days
 - Student has one expulsion or more than two suspensions
6. Late open enrollment applications (received after May 1st) will ordinarily not be approved and will only be accepted on a case by case basis, subject to school and instruction level capacity.