Choose TUHSD
Open Enrollment Procedures

Introduction
Open enrollment enables Arizona students to attend public schools outside their district attendance areas or outside their district of residence. In accordance with state law, Tolleson Union High School District (TUHSD) has established and implemented an open enrollment program without charging tuition for all Arizona resident and nonresident students.

Student Definitions
- *Resident Transfer Student:* A student who is enrolled, or seeking enrollment, in a school that is within the school district but outside the attendance area of the student's residence.
- *Nonresident Student:* A student who resides in Arizona and who is seeking enrollment in a school district other than the school district in which the student lives.

Enrollment Priorities
In accordance with A.R.S. §15-816 and Policy JFB, TUHSD will give enrollment priority, based on capacity, to applicants in the following order and as long as the enrollment can be accomplished in accordance with TUHSD's admission criteria:

1. Children of TUHSD employees.
2. Resident transfer students and their concurrently enrolled siblings who currently attend a TUHSD school.
3. Nonresident students and their concurrently enrolled siblings who currently attend a TUHSD school.
4. Resident transfer students who were not enrolled in the school the previous year.
5. Nonresident students who were not enrolled in the school the previous year.
6. Nonresident student sibling(s) new to TUHSD.

Admission Standards
The District shall determine if resident and nonresident transfer students will be admitted in accordance with the following criteria:

- The school in which the student seeks to enroll has the capacity to serve the student without adversely impacting educational opportunities for resident students attending their resident school. Factors to be considered in making this determination include, but are not limited to, the following:
    - Physical capacity of the school building and classrooms. Notice of excess capacity for open enrollment is made available to the public in January of each year. If excess capacity does not exist, applications will be denied. If excess capacity is anticipated, open enrollment applications will be accepted until the open enrollment period ends.
    - Availability of staff members to service students at each site.
    - Availability of resources.

- The student's prior status in the educational and juvenile court system, including:
    - Whether the student has been suspended by another school or is in the process of being suspended or expelled by any other school.
    - Whether the student is in compliance with any conditions imposed by a juvenile court.
    - *Failure to disclose the above information on the open enrollment application will result in revocation of the student's acceptance for open enrollment.*

- The student's admittance does not violate the provisions of a court order or agreement of desegregation in the student's resident district.

**Acceptance is on a year-by-year basis and subject to
reapplication and review each year.**

Application Procedures

The District will determine whether the student's admission would be in conformity with its admission criteria. Applications may be denied due to overall school enrollment limitations.

The student's parent completes one open enrollment application per student and submits it to the school in which the student seeks to enroll. The following criteria will apply:

- A completed application for each student may be submitted beginning December 1 but no later than March 1.
- All applications for open enrollment acceptance will be considered and not determined on a first come, first-served basis. Everyone who applies during the open enrollment period has the same opportunity for acceptance. Applications received after the open enrollment period has ended will be accepted and placed on a waiting list. Notification of space availability will be made as soon as possible.
- The parent will be notified in writing whether the application has been accepted, denied, or placed on a waiting list by May 1.
- The parent must confirm with the school the acceptance of the approved open enrollment with the school within fifteen (15) working days from the approved date or the seat will become open to the next applicant.

Compliance with Requirements

Once students are accepted and attending the school of choice, they must comply with school rules. Excessive absences and/or tardiness may result in the student's open enrollment being revoked. Failure to comply with school rules is a breach of the open enrollment agreement and also a cause for open enrollment revocation. In addition, if an incoming freshman student is accepted into the TUHS or WHS JROTC program, the student **must** remain in the JROTC program the entire four (4) years in TUHSD. If, at any time, the student does not continue in the JROTC program, the student will be returned to his/her home school at semester break. Before revocation for breach of agreement, the Principal or Assistant Principal for Curriculum and Instruction must complete the Open enrollment Continuation Rubric and hold a meeting with the student, parent, and other appropriate individuals. The Principal or Assistant Principal for Curriculum and Instruction will explain the alleged conduct that violates the rules or regulations, including lack of academic effort, misconduct, and unacceptable attendance. The student will be given an opportunity to respond. After the meeting, the Principal or Assistant Principal for Curriculum and Instruction will decide if a revocation of open enrollment status is appropriate.

Transportation

The District does not transport Open Enrollment students except as set forth in A.R.S. §15-816.

Athletic/Extracurricular Participation

Eligibility for athletics and certain extracurricular activities may be affected when students transfer from one school to another. A student considering transfer is advised to discuss his/her situation with the Assistant Principal for Athletics at the site of current enrollment.