



ELBERT SCHOOL DISTRICT #200

Dear Parents and Students,

Thank you for your interest in attending Elbert School District #200. The following needs to be returned to the school office before June 1 for all existing students and upon application for all new students.

New Student - Required Attachments

1. Attached completed application.
2. Copy of student's transcripts and report card.
3. Attendance and disciplinary records, if separate from transcripts.
4. Two (2) letters of recommendation.

Existing Student - Required Attachments

1. Attached completed application.

Each new student applicant will be scheduled for an interview to determine their willingness to comply with our rules, regulations, and expectations for academic achievement and citizenship. Please call to make an appointment so this can be accomplished before June 1st.

The Board of Education takes action on all out-of-district applications at the June meeting on the 4th Tuesday of the month. You will be notified directly after this meeting as to whether or not your application was accepted. Please note that strict class size limits have been established based on fire codes relative to room capacities. The Board will adhere to these capacities in determining out-of-district approvals.

Please note: Returning students do not need to comply with items 2, 3, and 4 above.

If you have any questions about the out-of-district application process, please contact the school office at 303-648-3030.

Sincerely,
Kelli Thompson
Superintendent

Elbert School District #200

Elbert School District #200
Nonresident Student Application Form
2024-2025 School Year

Student's Name: _____ Birthdate: _____ Current Grade: _____

Address: _____ Phone: _____

City, State, Zip _____, _____, _____

Mailing Address (if different): _____

Parent Name(s): _____ (Father) _____ (Mother)

Current School District: _____

District of Residence: _____

Grade Level Applying For: _____ Year Applying For: _____

If you have attended Elbert School District #200, state years of attendance _____

Reason(s) for wanting to attend Elbert School: _____

Is there anything you would like the school to know about your child in order to best support them:

All out-of-district students are highly encouraged to participate in Colorado State testing (CMAS). Opting out of the test and affecting our district accreditation may be a cause for future denial.

Parent(s) Signature: _____ Date: _____

Student Signature: _____ Date: _____

-----OFFICE USE ONLY-----

- _____ Transcripts or Report Card Received
- _____ Two (2) References Received
- _____ Attendance/Discipline records received
- _____ Date received in office

Inter-District Choice/Open Enrollment

The district will consider enrollment requests from Colorado students who do not reside within the boundaries of the school district but who wish to attend a particular school or program within the district in accordance with the following regulations:

1. **Determination of residency**

Any questions about a student's residency status must be resolved prior to application for open enrollment. These regulations apply to all Colorado students who do not reside within the boundaries of the school district.

2. **Requests for open enrollment**

Requests for open enrollment as a nonresident student must be initiated by the parent/guardian by filing the approved form with the principal of the school which the student wishes to attend (receiving school) prior to June 1 for enrollment in the following academic year. Application received after June 1 will be considered on a case by case basis.

Forms will be available in every school building and in the central administrative office. The principal will explain to the parent/guardian the procedures used to process open enrollment requests.

Students must submit an open enrollment request in accordance with these regulations for each school or program requested within the district. Each principal will maintain a file of all enrollment requests received from nonresidents. A copy will be forwarded to the central office for district-wide data collection purposes.

The receiving school principal will make the decision as to whether an application is accepted or rejected based on criteria established in state law and Board policy and regulations. The receiving school principal will be responsible for notifying the parent/guardian and student of approval or disapproval of an open enrollment request no later than the day following the board meeting in which they were approved/denied.

Approval of a request to enroll in the district will be conditioned on compliance with each of the following:

- a. Actual enrollment and attendance prior to the pupil enrollment count day of the following academic year.
- b. Satisfaction of all district requirements for enrollment.

In the event any information is falsified or withheld from the district during the enrollment process, approval for open enrollment will be withdrawn.

Those students who apply for open enrollment who are not accepted at the time of application will be placed on a waiting list in the order in which the applications are received and will be considered for approval at a later date if space becomes available. The waiting list will be maintained until September 25th of each year, after which a new listing will be developed for the next 12 months.

3. **Grounds for denial of open enrollment**

An open enrollment request may be denied at any time if:

- a. There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for enrollment in the program or school.
- 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 the particular program requested.

- c. The student does not meet the established eligibility criteria for participating 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 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 another school district during the preceding 12 months that is detrimental to the welfare or safety 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.

4. **Criteria to determine availability of space or teaching staff**

Enrollment requests are subject to space availability in the school requested contingent upon district class size guidelines and subject to availability as determined by the receiving principal taking enrollment projections into consideration. Students whose enrollment requests have been approved will be assigned to classrooms on the basis of available staff and support services as well as the best use of classroom space.

Requests for enrollment in particular programs will take into consideration the applicant's qualifications for the program.

Open enrollment granted to one child in a family will not necessarily support enrollment of another child from the same family.

The following is an enrollment cap of each classroom. If the number of applicants exceeds the capacity limits for any grade level the following procedure, in compliance with Schools of Choice, will apply: First priority will be given to students with proficiency ratings of unsatisfactory in one or more academic areas who attend an unsatisfactory school.

Class Cap

Special Ed. = 15 K-12

Preschool = 20 Per class per day

Kindergarten = 20

1st grade = 23

2nd grade = 23

3rd grade = 23

4th grade = 25

5th grade = 25

6th grade = 25

7th and 8th Grades = 26 per classroom

9th and 10th Grades = 26 per classroom

11th and 12th Grades = 28 per classroom

The above caps have been adopted for enrollment of out-of-district purposes only, and if these classrooms are at or exceed these enrollment numbers, and the board feels there is not adequate classroom space or finances available to split an elementary class, or offer more sessions in the MS or HS areas, an out-of-district student would not be admitted unless the Board makes an exception. If the number of students in a grade level exceeds the cap by five or more students the board will review whether it is necessary to split an elementary class or offer more sessions in the MS or HS areas. Any grade level large enough to be divided for instructional purposes, will be considered to be more than one class for the purposes of this policy's class capacity limitations. If the cap is found to be exceeded at the beginning of the school year acceptance of out of district students may be revoked at that time.

5. **Eligibility for activities**

Eligibility for participation in extracurricular and interscholastic activities will be determined in accordance with applicable law, bylaws of the Colorado High School Activities Association and the district's eligibility requirements.

6. **Continuing enrollment criteria**

Any student enrolled pursuant to these procedures and accompanying Board policy shall be allowed to remain enrolled in the school or program through the end of the school year 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 nonresident 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 cases, the enrollment of nonresident students will be rescinded for particular schools or programs.

Any nonresident 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 no longer meets the established eligibility criteria for the school.

7. **Appeal procedure**

Should a request for open enrollment be denied, the parent/guardian will be advised by the principal that they may appeal the denial by contacting the Superintendent.

The principal shall submit the reason for denial of the request, and the parent/guardian's request, to the administrator considering the appeal. The administrator will review the parent/guardian request and the principal's decision and then make a determination.

Upon request of either the principal or the parent/guardian, the superintendent will review the decision of the administrator. The superintendent's decision shall be final.

Adopted: February 28, 1997

Revised: June 23, 1998

Revised: April 25, 2000

Revised: July 23, 2002

Readopted: May 23, 2006

Readopted: 7-28-2015

Revised: 7-25-2017

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