

## **Open Enrollment for the 2024-25 school year is now available!**

**Open Enrollment Process. Please fill out for students who live outside school and/or district boundaries.**

### **WHAT IS OPEN ENROLLMENT?**

Open Enrollment is a program enacted by the Arizona Legislature and requires all school districts to allow students the opportunity to select a school of their choice, even if the student lives outside school district boundaries and if classroom capacity permits. This also includes capacity in Special Education classes and programs offered. Prescott Unified School District (PUSD) complies fully with all provisions of the statute.

[CLICK HERE TO APPLY ONLINE] Please note that this is not to register your student for school\*

### **WHO MAY APPLY FOR OPEN ENROLLMENT?**

Any family living in Arizona who would like to attend a school that is outside their home school boundaries may apply for Open Enrollment into a PUSD school. Please view the [School Boundary Map](#) to determine the school you are applying for is not currently your home school. (Families do not need to apply for open enrollment if they live within their home school boundaries. Please check the School Boundary Map.)

### **OPEN ENROLLMENT APPLICATION PROCEDURE & TIMELINES**

Applications for the next school year will be reviewed starting in June and approved if the school has availability.

***Once the school year has started, Open Enrollment applications are accepted throughout the year for the current year.***

Approval of Open Enrollment is based on school, grade level, and program capacity. Using current enrollment, the district determines each school's student enrollment, projected growth, and available space.

Families will be notified by email or phone if the completed application has been approved, denied, or placed on a wait list. Upon an approved email notification, you must register online to the approved school no later than 10 days after the notification of the approval, or the student forfeits the approved Open Enrollment and will need to reapply. Click [here](#) to enroll.

Students currently enrolled, children of employees, siblings of students who are currently enrolled, and resident transfer students will receive priority.

If there is no capacity, the application will be wait listed. If capacity permits at a later time, applications that have been wait listed will be approved and the parent/guardian will be notified of the acceptance decision.

Applications will not be considered if they are incomplete.

False information submitted on the application will be considered a breach of the agreement and the open enrollment will be revoked.

### **STUDENTS WITH IEPS**

If your student has been attending a PUSD school, there is no need to upload a current copy of the IEP. There will be a copy on file and Student Support Services will review the IEP to determine if there is capacity. If your student has been attending a school outside of PUSD, we may ask you to upload a current copy of the IEP. If your student has an IEP, and you do not mark it on the application, you will not be able to register at the school, and you will need to fill out another application marking that there is an IEP. The application will need to go through the process again to verify there is capacity in the grade level and SpEd.

### **STUDENTS ENROLLED INTO A SPECIAL PROGRAM**

Students approved for Open Enrollment for a specific program must remain in good standing and enrolled in the program throughout the

duration at the school, or their Open Enrollment may be revoked.

### **DO I NEED TO REAPPLY FOR OPEN ENROLLMENT EVERY YEAR?**

It is not necessary to reapply for Open Enrollment every year to the school your child is attending unless, your child is promoting to a different school outside of your school of residence. For example, if your child is promoting from one of our K-4 schools to Granite Mountain Upper Elementary School, you must fill out the open enrollment form again.

### **WHAT HAPPENS IF YOU MOVE OUTSIDE OF THE SCHOOL BOUNDARIES?**

When a student is currently attending a PUSD school and moves outside the attendance boundaries of the school or district during the school year, the parent/guardian must submit an Open Enrollment application. Since the student is currently attending the school, the application will be approved and the student's enrollment will not be affected for that school year.

### **OPEN ENROLLMENT AND HIGH SCHOOL ATHLETICS**

Students enrolling under the Open Enrollment process may not be eligible for full participation in AIA events. Interested students and parents should contact the Athletic Director at the school they wish to attend for more information.

### **WHAT CAUSES OPEN ENROLLMENT TO BE REVOKED?**

Once a student is accepted and attending the school of choice, the student must comply with the school's rules as reflected in the handbook. Students attending a school under Open Enrollment are subject to the same policies and procedures of all PUSD students. Failure to follow all policies and procedures may result in a denial of a future Open Enrollment.

False information submitted on the application will be considered a breach of the Open Enrollment agreement and cause for enrollment to be revoked.

### **IS TRANSPORTATION PROVIDED FOR STUDENTS ON OPEN ENROLLMENT?**

Limited transportation may be provided to students on Open Enrollment status. Please contact our transportation department for more details.

### **WHO CAN ANSWER QUESTIONS ABOUT OPEN ENROLLMENT?**

Please contact the school campus to which you are applying for to help answer any Open Enrollment questions.

**To review PUSD's board policy, click the following links:**

<https://policy.azsba.org/asba/browse/allmanuals/prescott/JFB>

<https://policy.azsba.org/asba/browse/allmanuals/prescott/JFB-R>