



Boulder Valley School District
File: JECC-R
Adopted: January 10, 1991
Revised: November 29, 2001

Please keep for future reference regarding timelines & details.

OPEN ENROLLMENT PROCEDURES & INFORMATION

2008/09 School Year

The open enrollment period is from November 26, 2007 through January 18, 2008

The Board of Education supports a variety of high quality educational programs. Students may attend their district designated neighborhood school (based on home address), or application may be made for open enrollment to another neighborhood school, a focus school (meets BVSD standards but may have a different curriculum or philosophy), or a charter school (an independent school within the district) in our school district. When a student has been enrolled in any school under the open enrollment policy, that school becomes the “school of attendance”. *To return to the district neighborhood school, an application must be submitted and approval will be granted if there is space available.*

OPEN ENROLLMENT PROCESS AND TIMELINES:

1. Before completing an open enrollment form, parents/guardians should obtain information about the school to which they are applying so that they are informed about the program. Some schools/grade levels may have no spaces to offer.
2. Parents/guardians may pick up an application from any school, the Education Center (6500 E. Arapahoe, Boulder, CO, 80303) or can be downloaded from the district website www.bvsvd.org between November 26, 2007 and January 18, 2008. Only one application per child may be submitted (**multiple applications are not permitted**).
3. Misrepresentation of information will be grounds to invalidate your open enrollment request.
4. **Both parents/guardians must complete and sign the application and return it to the Education Center (6500 E. Arapahoe, Boulder, CO 80303) no later than January 18, 2008, by 4:00 p.m.**
5. Notification of acceptance (from the original pool of applicants) will be sent on February 6, 2008. A second round of acceptance will take place to fill any remaining vacant spots by March 1. If the student does not receive a higher offer in the second lottery, no communication will be sent. Notification of placement on a wait list will be sent **after** April 4, 2008.
6. If accepted during the first round, parents/guardians must complete an enrollment confirmation form that **must** be signed by parents/guardians and received at the Education Center no later than 4:00 p.m. on February 19, 2008. *Upon returning the enrollment confirmation form, the student forfeits his/her seat at their current BVSD school even if it is the student’s designated neighborhood school and the selected school becomes the “school of attendance” for that level (elementary, middle, K-8, senior or multi level program).*
7. **If the enrollment confirmation form is not received on time, the child’s space in the school will be forfeited.**
8. In order for a student who has open enrolled out of the designated neighborhood school to return to his/her district designated neighborhood school, an application must be submitted during the open enrollment period. The process set forth in paragraphs six and seven must be followed.
9. Once a student has been offered their first choice school anytime during the open enrollment process, whether the offer is accepted or declined, the child will not be considered for lower choices in the open enrollment process and will receive no further offers.

10. No preference or assurance in the open enrollment process is given to students in the feeder system (elementary to middle, middle to high school) i.e. Louisville Elementary to Louisville Middle School.
11. Wait lists will be established from the applications received during the open enrollment period. Students will be called from the wait list to fill verified vacant spots as they become available beginning in May through June and a final time in August. **Students new to school in the BVSD district after January 18, 2008, will be able to complete an open enrollment application to add their name to the bottom of an established wait list prior to September 1, 2008.**
12. **All deadlines are strictly adhered to and parents/guardians are encouraged to deliver applications and confirmations to the Open Enrollment Office as mailing difficulties will not be considered.**

INFORMATION REGARDING SPECIAL PROGRAMS

- All BVSD and out-of-district students are eligible to apply for open enrollment.
- Any students with disabilities receiving special education services must complete a confirmation form and will then receive conditional acceptance. Students on Individual Education Plans (IEPs) have the same opportunity to open enroll as non-special education students.

Generally, it is assumed that students receiving fewer than 16 hours of “pull out” or “in class” special education services per week do not need a staffing prior to enrolling as their educational needs can be met in any district program. However, in some circumstances a student may need an IEP review.

For students whose needs require additional services, an IEP team must determine if they can receive a free appropriate public education (FAPE) in the particular neighborhood charter or focus school.

The student’s slot at the requested school will be held until the staffing (if needed) is completed. Contact Special Education at (303) 447-5154 with questions.

- English as a Second Language services are not available at every school. Contact Literacy and Language Support Services (303) 447-5073 with questions.
- **VARSITY ELIGIBILITY:** Per CHSAA guidelines, a student entering high school for the first time shall be eligible for all interscholastic athletic competition. In most cases, students transferring schools after entering high school for the first time *without* a family move will jeopardize losing varsity eligibility. Students should consult the district Athletic Director at (303) 447-5252 for eligibility information.
- **ENROLLING IN PRESCHOOL IN BOULDER VALLEY SCHOOL DISTRICT**
The Open Enrollment period is from November 26, 2007 through January 18, 2008.

Boulder Valley School District offers preschool services in fourteen elementary schools. These sites include:

- Boulder: Columbine, Community Montessori, Creekside, Heatherwood, High Peaks and University Hill
- Broomfield: Birch, Emerald, and Kohl
- Louisville: Fireside
- Lafayette: Escuela Bilingüe Pioneer, Lafayette, and Sanchez*
- Nederland: Nederland

The BVSD preschools are tuition based, unless denoted by an asterisk (*) above. Also, children may qualify for free preschool services through the Colorado Preschool Program or Special Education. If you are interested in finding out additional information about the Colorado Preschool Program and Kindergarten or Special Education services in BVSD call (303) 447-5075 or (303) 447-5078, respectively.

Community Montessori requires parents to apply through the open enrollment process. Please refer to the open enrollment policies and procedures on the BVSD website www.bvdsd.org or contact the Open Enrollment Office at (303) 245-5900 for more information.

For preschool programs at Columbine, Creekside, Emerald, Escuela Bilingüe Pioneer, Fireside, Heatherwood, High Peaks, Kohl, Lafayette, Nederland, Sanchez, and University Hill Dual Language, parents must complete a Preschool Lottery Application between November 26, 2007 and January 18, 2008 to be placed on a lottery waitlist. Children are not placed on a first-come-first-service basis. Please refer to the “Enrolling Your Child in BVSD/Preschool” on the BVSD website www.bvsd.org or contact the Preschool Office at (303)447-5075 for more information.

The preschool lottery will follow the same preference selection process used by the Open Enrollment Office. Parents will be notified of their child’s tentative acceptance by February 6, 2008 and a developmental screening through Child Find will be scheduled. Final acceptance is contingent upon passing the screening.

SELECTION PROCESS

- Approval of open enrollment is based on available space, programming, and staffing at the requested school.
 - ✓ When the number of applicants exceeds the number of spaces available, students will be selected by a random selection lottery. A wait list will be kept at the Education Center.
 - ✓ In-district students who apply by January 18, 2008, during the open enrollment period will be given priority before students who reside outside the Boulder Valley School District.
- Preference is given to students as follows:
 1. In-district students before any consideration is given to students who reside outside the Boulder Valley School District.
 2. District students who move out of their district designated neighborhood school attendance area and wish to remain at the school the student is currently attending. Moving outside the boundaries of the school attendance area or BVSD may jeopardize the student’s space in this school.
 3. Sibling preferences are tiered accordingly:
 - a. A new student, whether they reside inside or outside of the district, whose sibling has been in attendance and will be attending the requested school the following year.
 - b. A sibling of a student offered placement during the same open enrollment period.
 4. A student of an employee who resides inside or outside of the district. (Employees who are at the benefit level for each of their respective employee groups, i.e. 20 hours per week or more for classified, and .50 FTE for licensed and professional/technical employees.)
 5. Students wishing to return to their designated neighborhood school.
 6. When multiple siblings apply for open enrollment at the same school, they will be linked as siblings in the lottery process.

Community Montessori preferences are tiered and are also based upon additional eligibility criteria:

1. Sibling preferences as per the regular selection process will apply.
2. Family Income
This preference applies to applicants who submit a 2007-08 Optional Family Economic Data Survey (submitting the survey is optional) and other CPP criteria and qualify for scholarship. Scholarships and transportation are provided for 20% of the qualifying 3 and 4-year old preschool children and for Kindergarten-aged children who attend full-day Kindergarten.

3. Geographic Area
This preference applies to applicants who reside in the area north of Baseline or east of 75th until 80% reside in this geographic area.
4. After these preferences are met, the regular selection process will apply.

Boulder Community School of Integrated Studies (BCSIS) and High Peaks preferences are also based upon additional eligibility criteria:

1. Sibling preferences as per the regular selection process.
2. Family Income
This preference applies to applicants who submit a 2007-08 Optional Family Economic Data Survey (submitting the survey is optional) and qualify for free and reduced lunch (FRL) and who reside within 1 ½ mile walking distance of the Aurora 7 school site (refer to map 2A attached) until 20% of the qualifying entering Kindergarten-aged children are enrolled.
3. Geographic Area
If 20% of the seats reserved for FRL students are not filled, then an additional preference is applied before the regular selection process. In this case, the next tiered preference would be for students eligible for FRL who reside south of Colorado and west of Cherryvale Rd and east of 4th Ave. (refer to map 3A attached) until 20% of the FRL-qualifying entering Kindergarten-aged students are enrolled; transportation would be provided.
4. After these preferences are met, the regular selection process will apply.

Preferences for Lafayette, Escuela Bilingüe Pioneer, Ryan, and Sanchez are tiered:

Note: Escuela Bilingüe Pioneer is a Focus School and follows focus school procedures with the addition of the geographic preference below. Lafayette, Ryan, and Sanchez are Neighborhood Focus Schools. This means that the neighborhood preference applies before the geographic preference for these three schools:

1. Sibling preferences as per the regular selection process.
2. Geographic Area
This preference applies to applicants who reside inside the boundaries of any of the Lafayette/Erie schools of BVSD; *i.e.* the attendance boundaries of each school in Lafayette.
3. After these preferences are met, the regular selection process will apply.

GENERAL INFORMATION

- The open enrollment process is not complete until you submit registration paperwork for the accepted school.
- After elementary and middle school, students will attend their district designated neighborhood school unless they open enroll to another middle or high school. Once enrolled full-time in a K-8 building (or other multi-level program housed in the same building) students do not have to re-enroll.
- Students who enroll in a school other than their district designated neighborhood school are responsible for their own transportation. If space is available on an existing transportation route, parents may petition for “ridership” by contacting the district’s Transportation Office at (303) 447-5120. This petition process occurs after the school year begins. Parents/Guardians must petition every year for space available ridership. **Transportation under the open enrollment process must be applied for annually.**
- Students may not apply for the same grade that they are currently enrolled in through the open enrollment process.

- To help parents/guardians identify schools they may wish to consider for open enrollment, opportunities to visit and observe schools may be scheduled by contacting individual school offices. Please be sure to register with the school office when visiting schools.

**If there are other questions regarding open enrollment,
please contact the Open Enrollment Office at (303) 245-5900 for further information.**

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