

## Granite School District Enrollment Options Guidelines

Guidelines for students to attend a school other than their home school in Granite School District have been established and comply with the standards of the “Enrollment Options Program” as outlined in Utah Code 53A-2-206.5 through 213. Students/parents requesting attendance at a school *other than their home school* need to complete an application form using the guidelines for participation outlined on this page. There are two enrollment periods:

- The **Early Enrollment Period** for the “forthcoming” school year begins on December 1 and continues through the third Friday in the month of February. *This is the recommended time to apply for the next school year.*
- The **Late Enrollment Period** to enroll for the current school year is anytime during the year; it may also be used to apply for enrollment in the forthcoming school year, if after the third Friday in February.

**General Guidelines for participation applicable to ALL applicants at ALL times.**

1. **Initiate application at REQUESTED school.** Parent/student’s requests *do not* require a release from their home school or district. If a student’s legal residence is outside of Salt Lake County, the parent/guardian must contact the Student Services Office to finalize enrollment (646-4660).
2. A student may receive only one enrollment options transfer per school year.
3. Granite School District students will be given first priority for placement in participating schools. All other applications will be handled on a first-come, first-served basis.
4. Written notification of acceptance or denial of open enrollment application will be given to the student’s parent or legal guardian as follows:
  - a. **For applications received during the Early Enrollment period---by March 31** or within six weeks after receipt of the application, whichever is later.
  - b. **For applications submitted during the Late Enrollment Period for admission in the next school year---** by the Friday before the new school year begins or within two weeks after receipt of the application, whichever is later.
  - c. **For applications submitted during the late enrollment period for admission in the current school year---** within two weeks after receipt of the application.  
(Dates may be delayed if the school board is unable to make an accurate school capacity calculation due to school construction, remodeling or boundary change.)
5. Each application will be screened and considered on an individual basis based on available space by building, grade, class, or program. Applications may be denied to those who have committed serious infraction of the law or school rules, or have been guilty of chronic misbehavior which would, if it were to continue, endanger persons or property, cause serious disruption in the school, or place unreasonable burdens on school staff. Academic standing cannot be used for exclusion.
6. A one-time, non-refundable \$5.00 processing fee payable to the requested school may be charged at the time the application is submitted. (This fee can be waived for qualified applicants.)
7. If the application is approved, the student will be expected to honor that commitment for the requested school year.
8. **Parent or guardian withdrawal of a student from a non-resident school:** A parent or guardian may withdraw a student by submitting to the non-resident school in which the student is currently enrolled a notice of intent to enroll the student in the district of residence or another nonresident district school. The district of residence will be notified of students being released.
9. Upon enrollment, a student will remain enrolled subject to compliance with rules and standards of the school which have been established for all students, as well as those subject to space availability as provided in the next item.
10. A student may be excluded from enrollment if the school has enrollment above the **open enrollment** threshold.
  - a. The **early enrollment** threshold is a projected enrollment of 90% of maximum capacity, or maximum capacity minus 40 students, whichever is greater.
  - b. The **late enrollment** threshold is an actual enrollment of 90% of adjusted capacity, or adjusted capacity minus 40 students, whichever is greater. (53 A-2-206.5(7))
  - c. Title I schools that use federal, state, and local money to reduce class size, and any school that uses school trust monies to reduce class size, may adjust enrollment to maintain reduced class size. (53 A-2-208(2)(d))
11. **The school will notify non-resident students who will not be permitted to continue enrollment in the forthcoming year by March 15 of the current school year.**
12. Reapplication is necessary only as a student changes schools upon progressing from elementary school to junior high school or from junior high to high school, and the intended school of enrollment is not their legal residential boundary school. **APPLICATION** to attend the new school **IS REQUIRED**. *Students intending to secure enrollment in this manner are admonished to submit proper application during the **Early Enrollment Period**, December 1 through the third Friday in February.*
13. The parent/student is responsible for transportation to and from the requested school, except as provided in Utah Code 53A-2-213(2)(b) which allows students to ride on established routes on a space-available basis, providing no additional costs will be incurred by the district.
14. Applications are considered and granted on an individual basis with no stated or implied guarantee to siblings. However, Granite School District will consider and make an effort to accommodate applicants who have a sibling in the requested school or district.
15. Utah High School Activities Association guidelines/policies will be followed for students who want to participate in interscholastic competitions.
16. False or misleading information regarding residence or guardian information will result in cancellation of the application or revocation of enrollment.
17. Any decision or action taken upon provisions of this law may be appealed to the school board through the Department of Prevention and Student Placement.
18. Students from outside Granite School District who wish to apply for placement in junior high Gifted and Talented Programs should phone our testing office (646-4620) during the first week in January to receive a nomination form and sign up to take the required qualifying test.

Granite School District  
2500 So. State Street, SLC, UT 84115  
Prevention and Student Placement Department

**USOE STANDARD OPEN ENROLLMENT APPLICATION**

Date of Application \_\_\_\_\_

**Return completed application to requested school**

**Please check appropriate box:**

**Early Enrollment Period Transfer Application**

(Submitted between December 1 and the third Friday In February in order to transfer the following school year.)

Year requested: 20\_\_\_\_\_

**Please check appropriate box:**

**Late Enrollment Period Transfer Application**

(Submitted outside of the early enrollment period.)

**Please check one and indicate the year requested:**

Current year, 20\_\_\_\_\_

€ Next year, 20\_\_\_\_\_

An enrolled nonresident student shall be permitted to remain enrolled, subject to the same rules and standards as resident students, without renewed applications in subsequent years unless any of the following occurs:

- The student graduates or is no longer a Utah resident
- The student is suspended or expelled from school
- The district determines that school enrollment will exceed the open enrollment threshold.

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_ Student # \_\_\_\_\_

Legal Address \_\_\_\_\_ Phone \_\_\_\_\_ Birth Date \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

BOUNDARY SCHOOL& DISTRICT \_\_\_\_\_ REQUESTED SCHOOL \_\_\_\_\_

CURRENT SCHOOL& DISTRICT \_\_\_\_\_ Reason for Request \_\_\_\_\_

A student may be denied an open enrollment opportunity if the student has been suspended or expelled from a public School consistent with 53A-2-208(3)(b). **Has the student ever been suspended or expelled from a public school?** No Yes  
If yes, please explain: \_\_\_\_\_

Does your student require services or programs other than what is offered in the regular school classroom? Yes No

If YES, please explain: \_\_\_\_\_

I understand that all transfer requests are contingent on early enrollment school capacity ("maximum capacity") or late enrollment school capacity ("adjusted capacity"), special program limitations, staff availability, and/or circumstances under 53A-2-207(4)(c). If this request is granted, I agree that my child must remain at the requested school through the end of the requested school year. I understand that I, as parent or guardian, am responsible for transportation of my student to and from school. I understand that a student's acceptance into a school or school district does not establish UHSAA eligibility.

Parent/Guardian Signature \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

**STANDARD ENROLLMENT:** Approved Denied/Reason for denial:

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

A student with prior behavioral problems may be granted provisional enrollment provided the student and parent sign an agreement with the school or the school district (1) establishing the conditions of continued enrollment and (2) notifying the parents/student that the student will be excluded from the school if the agreement is violated. The school or school district is responsible for the agreement as allowed under Section 53A2-208(3)(c).

**PROVISIONAL ENROLLMENT:** Approved as per attached agreement Denied

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Distribution:** White - Receiving School Yellow – GSD Student Services Pink – Parents Goldenrod – GSD Current School (10/08)