

Regulation JFB-R(1): Open Enrollment - Regulation

Status: ADOPTED

Original Adopted Date: 09/22/2021 | Last Reviewed Date: 09/22/2021

Capacity

Enrollment projections for each school, grade level, and special program will be computed. Such projections will include the number of students living within the attendance area and students participating in special school programs.

Prior to the beginning of the school year and during the first ten (10) days of school, capacity for open enrollment exists when the average number of pupils per classroom does not exceed eighteen (18) in kindergarten (K) and twenty-four (24) in grades one (1) through eight (8). On the eleventh (11th) day of school, capacity for accepting additional open enrollment students over and above those already enrolled will be reviewed, and additional applications will be considered. Capacity will exist at this point in time when the average number of pupils per classroom does not exceed twenty (20) in kindergarten (K) and twenty-six (26) in grades one (1) through eight (8).

With respect to self-contained special education programs, capacity for open enrollment will exist in these programs when the number of pupils does not exceed the following:

Preschool Special Needs	four (4)
Cross-Categorical Program (Threshold to accept open enrollment students when enrollment dips to five [5])	

Selection and Notification Procedures

Using the above projections, the principal will determine if capacity exists to accept open enrollment students who meet admission standards. All applicants meeting admission standards will be accepted if there is sufficient capacity.

Applications received on or before June 20 will be designated as "Group A" applications. After examining projected enrollment, along with school, grade level, and program capacity for the next school year, a school shall determine if it has capacity to accept all Group A applicants or if it will be necessary to conduct a lottery for the available positions. If a lottery is necessary, Group A applicants will be grouped in accordance with the priorities set forth in Policy JFB, and a lottery will be held. On or before July 1, the school shall provide written notification to the parents/custodians of Group A students as to whether the students have been accepted for enrollment.

Applications received after June 20, and at least ten (10) days before the start of the school year, will be designated as "Group B" applications. Group B applicants will be considered for enrollment after the enrollment status of Group A applicants has been determined. If all Group A applicants have been accepted for enrollment, and school, grade level, and program capacities permit, then the school shall accept all Group B applicants for enrollment, or, if necessary, Group B applicants shall be grouped in accordance with the priorities set forth in Policy JFB and a lottery will be held. Following the lottery, the school shall provide a written notification to the parents/custodians of Group B students as to whether such students have been accepted for enrollment.

Applications received during the ten (10) days prior to the start of the school year, and during the school year, will be designated as "Group C" applications. Group C applicants will be considered for enrollment only after all Group A and Group B students have been enrolled. If school, grade level, and program capacities permit the enrollment of any Group C students, such students shall be enrolled in order of receipt of their applications.

The filing of an application for enrollment under the provisions of open enrollment does not guarantee the enrollment of the applicant in the District, nor is the open enrollment application sufficient to guarantee admission into specific instructional programs within the District. Each specific instructional program has an application/screening, acceptance/rejection, and school site assignment process.

State References

15-341
15-764
15-797

Description

[15-341](#)
[15-764](#)
[15-797](#)

State References

15-816 et seq.
15-823
15-824
15-825
15-841
15-922
8-371

Description

15-816 et seq.
15-823
15-824
15-825
15-841
15-922
8-371

Federal References

42 U.S.C. 11301

Description

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015

Cross References

EEAA
IIB
IIB-R(1)
JF
JFAA
JFAA-E(1)
JFAA-E(2)
JFAB
JFAB-E(1)
JFAB-E(2)
JFABD
JFABD-R(1)
JFABD-E(1)
JFABD-E(2)
JFABDA
JFABDA-R(1)
JFABDA-E(1)
JFABDA-E(2)
JG
JG-R(1)

Description

Walkers and Riders
Class Size
Class Size - Regulation
Student Admissions
Admission of Resident Students
Admission of Resident Students - Arizona Residency Documentation Form
Admission of Resident Students - State of Arizona Affidavit of Shared Residence
Tuition/Admission of Nonresident Students
Tuition/Admission of Nonresident Students - Arizona Residency Documentation Form
Tuition/Admission of Nonresident Students - State of Arizona Affidavit of Shared Residence
Admission of Homeless Students
Admission of Homeless Students - Regulation
Admission of Homeless Students - Liaison Position
Admission of Homeless Students - Notice
Admission of Students in Foster Care
Admission of Students in Foster Care - Regulation
Admission of Students in Foster Care - Liaison Position
Admission of Students in Foster Care - Notice
Assignment of Students to Classes and Grade Levels
Assignment of Students to Classes and Grade Levels - Regulation

Policy JFB: Open Enrollment

Status: ADOPTED

Original Adopted Date: 09/22/2021 | **Last Reviewed Date:** 09/22/2021

The District has an open-enrollment program as set forth in A.R.S. 15-816 and A.R.S. 15-816.01 et seq. The open enrollment program described in this policy shall be placed on the District website and made available to the public on request.

No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. 15-764, 15-797, 15-823, 15-824, and 15-825.

School District policies shall include the information required by A.R.S. 15-816.01(I) that is needed to request enrollment and that is consistent with guidance and state and federal law regarding pupil privacy and civil rights, and information regarding the provision of transportation or resources for transportation.

The policies must be easily accessible from the home page on each school's website and be available in English and in Spanish or in any other language used by a majority of the populations served by the school or School District.

A school district shall update on each school's website the school's capacity and whether the school is currently accepting open enrollment students, by grade level, at least once every twelve (12) weeks unless there are no changes to report for the individual school.

If a school has any other separate capacity by specialized program, the information required pursuant to this subsection shall also be posted by specialized program.

Schools shall accept pupils throughout the school year as capacity allows. Pupils who are denied access due to capacity shall be informed that they are on a wait list and of the details regarding the process prescribed in A.R.S. 15-816.01(E).

Pupils shall be selected as seats become available.

A school district shall enroll at any time any resident pupil who applies for enrollment to the school district.

A school district shall give enrollment preference to and reserve capacity for all of the following:

- A. Resident pupils.
- B. Pupils returning to the school from the prior year.
- C. Siblings of pupils already enrolled.

A school district may give enrollment preference to children who:

- A. Are in foster care.
- B. Meet the definition of unaccompanied youth prescribed in the McKinney-Vento Homeless Assistance Act (P.L. 100-77; 101 Stat. 482; 42 United States Code Section 11434a).
- C. Attend a school that is closing.

If a school remains open as part of a boundary change and capacity is available, students assigned to a new attendance area may stay enrolled in their current school.

A school district may give enrollment preference to and reserve capacity for all of the following:

- A. Pupils who are children of persons who are employed by or at a school in the School District.
- B. Resident transfer pupils and their siblings.
- C. Pupils who meet additional criteria established and published by the School District Governing Board.

If remaining capacity at a school, as determined by the School District Governing Board, is insufficient to enroll all

pupils who submit a timely request, the school or School District shall select pupils through an equitable selection process such as a lottery (but not limited to a lottery), except that preference shall be given to the siblings of a pupil selected through an equitable selection process such as a lottery.

Except as provided in A.R.S. 15-816.01, a school that is operated by a school district may not limit admission based on any of the following:

- A. Ethnicity or race.
- B. National origin.
- C. Sex.
- D. Income level.
- E. Disability.
- F. Proficiency in the English language.
- G. Athletic ability.

Definitions

Resident transfer pupil means a resident pupil who is enrolled in or seeking enrollment in a school that is within the school district - but outside the attendance area - of the pupil's residence.

Nonresident pupil means a pupil who resides in this state and who is seeking enrollment in a school district other than the school district in which the pupil resides.

Enrollment Options

District resident pupils may enroll in another school district or in another school within this District. Resident transfer pupils and nonresident pupils may enroll in schools within this District, subject to the procedures that follow.

Information and Application

The Superintendent shall prepare a written information packet concerning the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it.

The information packet shall include the enrollment application form and shall advise applicants that they must submit enrollment applications on or before June 20 of each year to be considered for enrollment during the following school year.

Capacity

The Superintendent shall annually estimate how much excess capacity may exist to accept transfer pupils. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:

- A. District resident pupils in assigned school attendance areas, including those issued certificates of educational convenience and those required to be admitted by statute.
- B. The enrollment of eligible children of persons who are employed by the District.
- C. Resident transfer pupils who were enrolled in the school the previous year.
- D. Nonresident pupils who were enrolled in the school the previous year.

The Governing Board shall make the final determination of excess capacity and may require resident transfer pupils and/or nonresident pupils to be subject to the enrollment priorities and procedures found below. The excess-capacity estimates shall be made available to the public ten (10) days before the start of school each year.

Enrollment Priorities

If the Governing Board has determined that there is excess capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories from the pool of pupils:

- A. Who have properly completed and submitted applications; and
- B. Who meet admission standards.

Enrollment priorities and procedures for selection shall be in the order and in accordance with the following:

- A. A. Enrollment preference shall be given to resident transfer pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.
- B. B. Enrollment preference shall be given to nonresident pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.
- C. C. Enrollment preference shall be given to resident transfer pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.
- D. D. Enrollment preference shall be given to nonresident pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

Admission Standards

A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

Notification

The District shall notify the emancipated pupil, parent, or legal guardian in writing on or before July 1 whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. The District shall also notify the resident school district of an applicant's acceptance or placement on a waiting list. If the applicant is placed on a waiting list, the notification shall inform the emancipated pupil, parent, or legal guardian of the date when it will be determined whether there is capacity for additional enrollment in a school. If the pupil's application is rejected, the reason for the rejection shall be stated in the notification.

As provided by A.R.S. 15-816.07, the District and its employees are immune from civil liability for decisions relative to the acceptance or rejection of the enrollment of a nonresident student when the decisions are based on good faith application of this policy and the applicable statutory requirements and standards.

Transportation of Students Admitted Through Open Enrollment

A resident transfer student is eligible for District transportation on routes within the attendance boundaries of the school to which the student has been accepted for open enrollment transfer. It is the responsibility of the parents or guardians of the resident transfer student to have the student at a designated pickup point within the receiving school's transportation area.

Nonresident open enrollment students are eligible for District transportation from a designated pickup point on a bus route serving the attendance area of the school to which the student has been admitted, or as may be otherwise determined by the District.

The District may provide transportation for open enrollment nonresident students who meet the economic eligibility requirements established under the national school lunch and child nutrition acts for free or reduced price lunches:

- A. of not more than thirty (30) miles to and from:
 - 1. the school of attendance, or
 - 2. a pickup point on a regular District transportation route, or
 - 3. for the total miles traveled each day to an adjacent district.

The District shall provide transportation for nonresident transfer students with disabilities whose individualized education program (IEP) specifies that transportation is necessary for fulfillment of the program:

- A. of not more than thirty (30) miles to and from:
 - 1. the school of attendance, or
 - 2. a pickup point on a regular District transportation route, or
 - 3. for the total miles traveled each day to an adjacent district.

Exception

Should there be excess capacity remaining for which no applications were submitted by the date established, the Superintendent, upon approval by the Board, shall authorize additional enrollment of nonresident pupils:

- A. Up to the determined capacity.
- B. On the basis of the order of the completed applications submitted after the notification date established in this policy.
- C. Without regard to enrollment preference.
- D. As long as admission standards are met.

State References

	Description
15-341	15-341
15-764	15-764
15-797	15-797
15-816 et seq.	15-816 et seq.
15-823	15-823
15-824	15-824
15-825	15-825
15-841	15-841
15-922	15-922
8-371	8-371

Federal References

	Description
42 U.S.C. 11301	42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015

Cross References

	Description
EEAA	Walkers and Riders
IIB	Class Size
IIB-R(1)	Class Size - Regulation

Cross References

JF

JFAA

JFAA-E(1)

JFAA-E(2)

JFAB

JFAB-E(1)

JFAB-E(2)

JFABD

JFABD-R(1)

JFABD-E(1)

JFABD-E(2)

JFABDA

JFABDA-R(1)

JFABDA-E(1)

JFABDA-E(2)

JG

JG-R(1)

Description[Student Admissions](#)[Admission of Resident Students](#)[Admission of Resident Students - Arizona Residency Documentation Form](#)[Admission of Resident Students - State of Arizona Affidavit of Shared Residence](#)[Tuition/Admission of Nonresident Students](#)[Tuition/Admission of Nonresident Students - Arizona Residency Documentation Form](#)[Tuition/Admission of Nonresident Students - State of Arizona Affidavit of Shared Residence](#)[Admission of Homeless Students](#)[Admission of Homeless Students - Regulation](#)[Admission of Homeless Students - Liaison Position](#)[Admission of Homeless Students - Notice](#)[Admission of Students in Foster Care](#)[Admission of Students in Foster Care - Regulation](#)[Admission of Students in Foster Care - Liaison Position](#)[Admission of Students in Foster Care - Notice](#)[Assignment of Students to Classes and Grade Levels](#)[Assignment of Students to Classes and Grade Levels - Regulation](#)

Policy EEAA: Walkers and Riders

Status: ADOPTED

Original Adopted Date: 09/19/2002 | **Last Reviewed Date:** 09/19/2002

The Board authorizes the administration to provide regular school bus transportation to and from school for the following categories:

- Students with disabilities who require transportation, as indicated in their respective individual education programs.
- Students living within a one (1) mile radius of the school where hazardous or difficult routes exist and where other arrangements cannot be provided.
- Students who are residents within a school attendance area and:
 - If common school students live more than one (1) mile from the school.
 - If high school students, live more than a mile and a half (1 1/2) from the school.
- Transportation for pupils who do not reside within an established school attendance area, limited to no more than twenty (20) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route or for the total miles traveled each day to an adjacent school for eligible nonresident pupils who meet the economic eligibility requirements established under the National School Lunch and Child Nutrition Acts (42 United States Code sections 1751 through 1785) for free or reduced-price lunches.
- Transportation for homeless students to their school of enrollment, if it is the school of origin, will be arranged as needed by the school liaison for homeless students.

State References

	Description
15-342	15-342
15-764	15-764
15-901	15-901
28-797	28-797
28-900	28-900
28-901	28-901

Attorney General Opinion References

	Description
I80-025	I80-025

Cross References

	Description
JFABD	Admission of Homeless Students
JFABD-R(1)	Admission of Homeless Students - Regulation
JFABD-E(1)	Admission of Homeless Students - Liaison Position
JFABD-E(2)	Admission of Homeless Students - Notice
JFABDA	Admission of Students in Foster Care
JFABDA-R(1)	Admission of Students in Foster Care - Regulation
JFABDA-E(1)	Admission of Students in Foster Care - Liaison Position
JFABDA-E(2)	Admission of Students in Foster Care - Notice
JFB	Open Enrollment
JFB-R(1)	Open Enrollment - Regulation

Cross References

JFB-E(1)

JFB-E(2)

Description

[Open Enrollment - Application](#)

[Open Enrollment - Special School Programs](#)

Policy IIB: Class Size

Status: ADOPTED

Original Adopted Date: 05/04/2016 | Last Reviewed Date: 05/04/2016

Regular Education

The teacher-student ratio for staffing in the District is the responsibility of the Board. Staffing patterns and student grouping shall be flexible so as to accommodate varied instructional delivery approaches, student needs, curriculum requirements, and fiscal resources. Each year the Superintendent will make staffing recommendations during the budget review and preparation process.

Special Education

It is the intent of the District to maintain a special education student-teacher ratio that will allow the teacher to work effectively and efficiently toward the IEP objectives of each student with a disability and to work with classroom teachers to prevent learning problems whenever possible.

State References

15-341
15-342
15-764

Description

[15-341](#)
[15-342](#)
[15-764](#)

Cross References

IHB
IHB-R(1)
IHB-E(1)
JFB
JFB-R(1)
JFB-E(1)
JFB-E(2)

Description

[Special Instructional Programs](#)
[Special Instructional Programs - Regulation](#)
[Special Instructional Programs - Procedural Safeguards Notice](#)
[Open Enrollment](#)
[Open Enrollment - Regulation](#)
[Open Enrollment - Application](#)
[Open Enrollment - Special School Programs](#)

Policy JF: Student Admissions

Status: ADOPTED

Original Adopted Date: 09/19/2002 | **Last Reviewed Date:** 09/19/2002

The person enrolling a student (except homeless students) in the school for the first time will be asked to produce one (1) of the following proofs:

- A certified copy of the child's birth certificate.
- Other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records, and an affidavit explaining the inability to provide a copy of the birth certificate.
- A letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.

The parent, guardian, or surrogate will be given thirty (30) days to provide documentation requested as listed above. If documentation is not provided, a letter will be sent to notify the parent, guardian, or surrogate that unless the documentation is provided within ten (10) days, the local law enforcement agency will be notified.

Nothing contained in this policy shall authorize the District to disclose to any person a student's educational record without prior parental consent unless the District makes a determination that disclosure of such records is necessary to protect the health and safety of the student.

State References

15-828

Description

[15-828](#)

Federal References

42 U.S.C. 11301

Description

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015

Cross References

IKEB

Description

[Acceleration](#)

JEB

[Entrance Age Requirements](#)

JEB-R(1)

[Entrance Age Requirements - Regulation](#)

JFAA

[Admission of Resident Students](#)

JFAA-E(1)

[Admission of Resident Students - Arizona Residency Documentation Form](#)

JFAA-E(2)

[Admission of Resident Students - State of Arizona Affidavit of Shared Residence](#)

JFAB

[Tuition/Admission of Nonresident Students](#)

JFAB-E(1)

[Tuition/Admission of Nonresident Students - Arizona Residency Documentation Form](#)

JFAB-E(2)

[Tuition/Admission of Nonresident Students - State of Arizona Affidavit of Shared Residence](#)

JFABD

[Admission of Homeless Students](#)

JFABD-R(1)

[Admission of Homeless Students - Regulation](#)

JFABD-E(1)

[Admission of Homeless Students - Liaison Position](#)

JFABD-E(2)

[Admission of Homeless Students - Notice](#)

JFABDA

[Admission of Students in Foster Care](#)

JFABDA-R(1)

[Admission of Students in Foster Care - Regulation](#)

JFABDA-E(1)

[Admission of Students in Foster Care - Liaison Position](#)

Cross References

JFABDA-E(2)

JFB

JFB-R(1)

JFB-E(1)

JFB-E(2)

JFC

JG

JG-R(1)

JLCB

JLCB-R(1)

JLCB-E(1)

JLH

JLIF

JLIF-R(1)

JLIF-E(1)

JR

JR-R(1)

JR-E(1)

JR-E(2)

JR-E(3)

JR-E(4)

JR-E(5)

JR-E(6)

JRCA

JRCA-R(1)

Description[Admission of Students in Foster Care - Notice](#)[Open Enrollment](#)[Open Enrollment - Regulation](#)[Open Enrollment - Application](#)[Open Enrollment - Special School Programs](#)[Student Withdrawal from School/Dropouts](#)[Assignment of Students to Classes and Grade Levels](#)[Assignment of Students to Classes and Grade Levels - Regulation](#)[Immunizations of Students](#)[Immunizations of Students - Regulation](#)[Immunizations of Students - Exhibit](#)[Missing Students](#)[Sex Offender Notification](#)[Sex Offender Notification - Regulation](#)[Sex Offender Notification - Sex Offender and Dangerous Juvenile Offender Notification and Protective Measures](#)[Student Records](#)[Student Records - Regulation](#)[Student Records - Locations of Education Records](#)[Student Records - Designation of Directory Information](#)[Student Records - Notification to New School of Attendance of Records Available at Previous School of Attendance](#)[Student Records - Request for Student Education Records](#)[Student Records - Record of Access](#)[Student Records - Destruction of Information](#)[Request for Transfer of Records](#)[Request for Transfer of Records - Regulation](#)

Policy JFAA: Admission of Resident Students

Status: ADOPTED

Original Adopted Date: 09/22/2021 | Last Reviewed Date: 09/22/2021

A student who is a resident of the District and who meets the applicable age requirements established by state law shall be admitted without payment of tuition to the school in the attendance area in which the student resides and may be admitted as a resident transfer student to another school in the District in accordance with the District's open enrollment policy.

The following students are residents of the District:

- A. A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person in the District.
- B. A student who is an emancipated minor and whose place of residence is in the District. When determining whether a minor is emancipated, the Superintendent will consider such factors as whether the student is married, financially independent, and residing away from the family domicile with parental consent.
- C. A student who is eighteen (18) years of age or older and whose place of residence is in the District.
- D. A student who is homeless, and who attended a school in the District at the time of becoming homeless.
- E. A student who resides with a family member living in the District while awaiting the outcome of a legal guardianship or custody proceeding if the family provides written documentary proof in accord with 15-821(D).
- F. A student whose parent is transferred to or is pending transfer to a military installation within this state while on active military duty pursuant to an official military order. The parent shall provide proof of residency in the District to the local education agency within ten (10) days after the arrival date provided on official documentation.

The residency of a student, natural or adoptive parent, or other person to whom custody of the student has been granted by court order shall be based upon evidence of the individual's physical presence and intent to remain in the District. Such evidence of residency may be determined by using the following verifiable documentation.

Verifiable Documentation

A.R.S. 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school.

The documentation required by A.R.S. 15-802 *must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.* **PROOF OF RESIDENCY IS NOT REQUIRED FOR HOMELESS STUDENTS.**

In general, students will fall into one (1) of two (2) groups: 1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and 2) those whose parent/legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

Parent(s) or legal guardian(s) that maintains his or her own residence: The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide one (1) of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

- A. Valid Arizona driver's license, Arizona identification card
- B. Valid Arizona motor vehicle registration
- C. Valid Arizona Address Confidentiality Program (ACP) authorization card.

A public school shall accept the substitute address as the address of record and shall verify student enrollment eligibility through the Secretary of State. The Secretary of State shall facilitate the transfer of student records from one school to another.

- D. Property deed
- E. Mortgage documents
- F. Property tax bill
- G. Rental agreement or lease (including Section 8 agreement or off-base military housing)
- H. Utility bill (water, electric, gas, cable, phone)
- I. Bank or credit card statement
- J. W-2 wage statement
- K. Payroll stub
- L. Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona
- M. Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
- N. A consular identification card that is issued by a foreign government as a valid form of identification if the foreign government uses biometric identity verification techniques, including fingerprint identification and retina scans, in issuing the consular identification card.
- O. Temporary on-base billeting facility (for military families)

Parent(s) or legal guardian(s) that does not maintain his or her own residence: The parent or legal guardian must have an affidavit of shared residency form completed indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence. (JFAA-EB)

Use of and Retention of Documents by Schools

School officials must retain a copy of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indicia of residency; however, documentation is subject to audit by the Arizona Department of Education. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing.

State References

State References	Description
15-802	15-802
15-816 et seq.	15-816 et seq.
15-821	15-821
15-823	15-823
15-823.01	15-823.01
15-824	15-824
41-166	41-166

State References

41-5001

Description[41-5001](#)**Federal References**

42 U.S.C. 11301

Description

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015

42 U.S.C. 11432

42 U.S.C. 11432

Cross References

IKEB

Description[Acceleration](#)

JF

[Student Admissions](#)

JFAB

[Tuition/Admission of Nonresident Students](#)

JFAB-E(1)

[Tuition/Admission of Nonresident Students - Arizona Residency Documentation Form](#)

JFAB-E(2)

[Tuition/Admission of Nonresident Students - State of Arizona Affidavit of Shared Residence](#)

JFABD

[Admission of Homeless Students](#)

JFABD-R(1)

[Admission of Homeless Students - Regulation](#)

JFABD-E(1)

[Admission of Homeless Students - Liaison Position](#)

JFABD-E(2)

[Admission of Homeless Students - Notice](#)

JFABDA

[Admission of Students in Foster Care](#)

JFABDA-R(1)

[Admission of Students in Foster Care - Regulation](#)

JFABDA-E(1)

[Admission of Students in Foster Care - Liaison Position](#)

JFABDA-E(2)

[Admission of Students in Foster Care - Notice](#)

JFB

[Open Enrollment](#)

JFB-R(1)

[Open Enrollment - Regulation](#)

JFB-E(1)

[Open Enrollment - Application](#)

JFB-E(2)

[Open Enrollment - Special School Programs](#)

JG

[Assignment of Students to Classes and Grade Levels](#)

JG-R(1)

[Assignment of Students to Classes and Grade Levels - Regulation](#)

JLCB

[Immunizations of Students](#)

JLCB-R(1)

[Immunizations of Students - Regulation](#)

JLCB-E(1)

[Immunizations of Students - Exhibit](#)

JLH

[Missing Students](#)

JR

[Student Records](#)

JR-R(1)

[Student Records - Regulation](#)

JR-E(1)

[Student Records - Locations of Education Records](#)

JR-E(2)

[Student Records - Designation of Directory Information](#)

JR-E(3)

[Student Records - Notification to New School of Attendance of Records Available at Previous School of Attendance](#)

JR-E(4)

[Student Records - Request for Student Education Records](#)

JR-E(5)

[Student Records - Record of Access](#)

JR-E(6)

[Student Records - Destruction of Information](#)

Cross References

JRCA

JRCA-R(1)

Description

[Request for Transfer of Records](#)

[Request for Transfer of Records - Regulation](#)

Policy JFAB: Tuition/Admission of Nonresident Students

Status: ADOPTED

Original Adopted Date: 09/22/2021 | **Last Reviewed Date:** 09/22/2021

For purposes of open enrollment a "nonresident pupil" means a student who resides in this state and who is enrolled in or is seeking enrollment in a school district other than the school district in which the student resides. A student who is not a resident of the District but is a resident of Arizona who meets the age and other requirements for open enrollment established by state law and District policy shall be admitted to a school without payment of tuition.

A student shall also be admitted to a school without tuition payment, if:

- A. The student is the child of a United States resident who is not a resident of Arizona, if this is in the best interest of the student and the student is placed with a relative per A.R.S. 15-823 and the placement is not to avoid tuition payment.
- B. The student is a resident of the United States and evidence indicates that because the parents are homeless or the child is abandoned, as defined in A.R.S. 8-201, the child's physical, mental, moral or emotional health is best served by placement with a person who does not have legal custody of the child and who is a resident within the school district, unless it is determined that the placement is solely for the purpose of obtaining an education in this state without payment of tuition. *PROOF OF RESIDENCY IS NOT REQUIRED FOR HOMELESS STUDENTS.*
- C. The student presents a certificate of educational convenience issued by the County School Superintendent pursuant to A.R.S. 15-825.
- D. The student is a child of a nonresident teaching or research faculty member of a community college district or state university or a nonresident graduate or undergraduate student of a community college district or state university whose parent's presence at the district or university is of international, national, state, or local benefit.

The District shall admit the following students, charging tuition as prescribed in statute:

- A. The child of an Arizona resident who is not a resident of the District, if the District provides a high school and the student is a resident of an Arizona common school district that is not in a high school district and that does not offer instruction in the student's grade. Special circumstances may apply in accordance with A.R.S. 15-2041 after three hundred fifty (350) students have been admitted.
- B. For an Arizona resident who is not a resident of the District, if the district of residence provides only financing for students who are instructed by another school district and for students from a unified district that does not offer instruction in the student's grade.
- C. A pupil who is issued a certificate of educational convenience to attend school in the School District or adjoining the school district to that in which the pupil is placed by an agency of this state or a state or federal court of competent jurisdiction, as provided in A.R.S. 15-825.

The District shall admit a pupil who is the resident of a school district that has entered into a voluntary agreement with the District, charging tuition as agreed to in accordance with A.R.S. 15-824(E)(3).

The Governing Board may admit children who are residents of the United States, but who are nonresidents of this state, without payment of tuition if all of the following conditions exist:

- A. The child is enrolled in a year-round residential boarding academy located in this state specializing in intensive instruction and skill development in sports, music or acting.
- B. The child's parents have executed a current notarized guardianship agreement covering the child while enrolled at the academy, which is a condition of enrollment at the academy and authorizes academy representatives to act on the child's parent's or legal guardian's behalf in making all decisions on a daily basis as to the child's activities and needs for medical, educational and other personal issues.

The District may admit nonresident foreign exchange students without payment of tuition, or as it may otherwise prescribe.

The District shall not include in its student membership count students who are not Arizona residents. Unless authorized by statute, the District is prohibited from obtaining state funding for any student who is not a resident of the state.

"Residence" Defined

The residence of a student is the residence of the person having legal custody of the student, except as provided in A.R.S. 15-823 through A.R.S. 15-825.

Residency of the parent/guardian or surrogate may be determined by showing the individual's presence and intent to remain in the District. Documentation of residency may be determined by using the following verifiable documentation.

Verifiable Documentation

A.R.S. 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school.

The documentation required by A.R.S. 15-802 *must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.*

In general, students will fall into one (1) of two (2) groups: 1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and 2) those whose parent/legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

Parent(s) or legal guardian(s) that maintains his or her own residence: The parent or legal guardian must have an *affidavit of shared residency* form completed indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide one (1) of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

- A. Valid Arizona driver's license, Arizona identification card
- B. Valid Arizona motor vehicle registration
- C. Valid Arizona Address Confidentiality Program (ACP) authorization card.

A public school shall accept the substitute address as the address of record and shall verify student enrollment eligibility through the Secretary of State. The Secretary of State shall facilitate the transfer of student records from one school to another.

- D. Property deed
- E. Mortgage documents
- F. Property tax bill
- G. Rental agreement or lease (including Section 8 agreement or off-base military housing)
- H. Utility bill (water, electric, gas, cable, phone)
 - I. Bank or credit card statement
 - J. W-2 wage statement
 - K. Payroll stub
 - L. Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe

- M. Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
- N. A consular identification card that is issued by a foreign government as a valid form of identification if the foreign government uses biometric identity verification techniques, including fingerprint identification and retina scans, in issuing the consular identification card.
- O. Temporary on-base billeting facility (for military families)

Parent(s) or legal guardian(s) that does not maintain his or her own residence: The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence.

Use of and Retention of Documents by Schools

School officials must retain a copy of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indicia of residency; however, documentation is subject to audit by the Arizona Department of Education. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing.

State References

	Description
15-802	15-802
15-816 et seq.	15-816 et seq.
15-821	15-821
15-823	15-823
15-824	15-824
15-825	15-825
41-166	41-166
41-5001	41-5001
8-201	8-201

Federal References

	Description
42 U.S.C. 11301	42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015

Cross References

	Description
IKEB	Acceleration
JF	Student Admissions
JFAA	Admission of Resident Students
JFAA-E(1)	Admission of Resident Students - Arizona Residency Documentation Form
JFAA-E(2)	Admission of Resident Students - State of Arizona Affidavit of Shared Residence
JFABD	Admission of Homeless Students
JFABD-R(1)	Admission of Homeless Students - Regulation

Cross References

JFABD-E(1)
JFABD-E(2)
JFABDA
JFABDA-R(1)
JFABDA-E(1)
JFABDA-E(2)
JFB
JFB-R(1)
JFB-E(1)
JFB-E(2)
JG
JG-R(1)
JLCB
JLCB-R(1)
JLCB-E(1)
JLH
JR
JR-R(1)
JR-E(1)
JR-E(2)
JR-E(3)
JR-E(4)
JR-E(5)
JR-E(6)
JRCA
JRCA-R(1)

Description

[Admission of Homeless Students - Liaison Position](#)
[Admission of Homeless Students - Notice](#)
[Admission of Students in Foster Care](#)
[Admission of Students in Foster Care - Regulation](#)
[Admission of Students in Foster Care - Liaison Position](#)
[Admission of Students in Foster Care - Notice](#)
[Open Enrollment](#)
[Open Enrollment - Regulation](#)
[Open Enrollment - Application](#)
[Open Enrollment - Special School Programs](#)
[Assignment of Students to Classes and Grade Levels](#)
[Assignment of Students to Classes and Grade Levels - Regulation](#)
[Immunizations of Students](#)
[Immunizations of Students - Regulation](#)
[Immunizations of Students - Exhibit](#)
[Missing Students](#)
[Student Records](#)
[Student Records - Regulation](#)
[Student Records - Locations of Education Records](#)
[Student Records - Designation of Directory Information](#)
[Student Records - Notification to New School of Attendance of Records Available at Previous School of Attendance](#)
[Student Records - Request for Student Education Records](#)
[Student Records - Record of Access](#)
[Student Records - Destruction of Information](#)
[Request for Transfer of Records](#)
[Request for Transfer of Records - Regulation](#)

Policy JFABD: Admission of Homeless Students

Status: ADOPTED

Original Adopted Date: 05/10/2018 | **Last Reviewed Date:** 05/10/2018

This policy is intended to direct compliance with Arizona State Laws and Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015, and should be read as consistent with those documents.

The implementation of this policy shall assure that:

- A. homeless students are not stigmatized or segregated on the basis of their status as homeless;
- B. homeless students are immediately enrolled in their school of origin or school of residence;
- C. transportation is provided to and from the school of origin for the homeless student as applicable and found in the law and Policy JFAA.

Definitions

The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- A. students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
- B. students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. migratory students who qualify as homeless because the children are living in circumstances described above.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled, including preschool.

The term "unaccompanied youth" includes a homeless child or youth not in the physical custody of a parent or guardian.

Liaison for Homeless Students

The Superintendent will designate an appropriate staff person of authority as liaison for homeless students who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of homeless students that will include, but not be limited to, establishment of procedures to:

- A. continue the student's education in the school of origin for the duration of homelessness:
 - 1. in any case in which a family becomes homeless between academic years or during an academic year; or
 - 2. for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- B. Enroll the student in any public school that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend.

Best Interest of the Homeless Student

In determining the best interest of the homeless student, the school shall:

- A. To the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the

wishes of the student's parent or guardian;

- B. Provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian; and
- C. In the case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal.

Other Relevant Policies and Procedures

Implementation of the McKinney-Vento Act requires the coordination with a number of policies and procedures. These policies and procedures are listed below as cross referenced and are incorporated in this policy and these procedures by such reference.

State References

	Description
15-816 et seq.	15-816 et seq.
15-821	15-821
15-823	15-823
15-824	15-824
15-825	15-825

Federal References

	Description
42 U.S.C. 11301	42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015

Cross References

	Description
EEAA	Walkers and Riders
IKEA	Make Up Opportunities
IKEA-R(1)	Make Up Opportunities - Regulation
JF	Student Admissions
JFAA	Admission of Resident Students
JFAA-E(1)	Admission of Resident Students - Arizona Residency Documentation Form
JFAA-E(2)	Admission of Resident Students - State of Arizona Affidavit of Shared Residence
JFAB	Tuition/Admission of Nonresident Students
JFAB-E(1)	Tuition/Admission of Nonresident Students - Arizona Residency Documentation Form
JFAB-E(2)	Tuition/Admission of Nonresident Students - State of Arizona Affidavit of Shared Residence
JFABDA	Admission of Students in Foster Care
JFABDA-R(1)	Admission of Students in Foster Care - Regulation
JFABDA-E(1)	Admission of Students in Foster Care - Liaison Position
JFABDA-E(2)	Admission of Students in Foster Care - Notice
JFB	Open Enrollment
JFB-R(1)	Open Enrollment - Regulation
JFB-E(1)	Open Enrollment - Application

Cross References

JFB-E(2)

JG

JG-R(1)

JLCB

JLCB-R(1)

JLCB-E(1)

JLH

JR

JR-R(1)

JR-E(1)

JR-E(2)

JR-E(3)

JR-E(4)

JR-E(5)

JR-E(6)

JRCA

JRCA-R(1)

Description[Open Enrollment - Special School Programs](#)[Assignment of Students to Classes and Grade Levels](#)[Assignment of Students to Classes and Grade Levels - Regulation](#)[Immunizations of Students](#)[Immunizations of Students - Regulation](#)[Immunizations of Students - Exhibit](#)[Missing Students](#)[Student Records](#)[Student Records - Regulation](#)[Student Records - Locations of Education Records](#)[Student Records - Designation of Directory Information](#)[Student Records - Notification to New School of Attendance of Records Available at Previous School of Attendance](#)[Student Records - Request for Student Education Records](#)[Student Records - Record of Access](#)[Student Records - Destruction of Information](#)[Request for Transfer of Records](#)[Request for Transfer of Records - Regulation](#)

Policy JFABDA: Admission of Students in Foster Care

Status: ADOPTED

Original Adopted Date: 05/10/2018 | **Last Reviewed Date:** 05/10/2018

This policy is intended to direct compliance with Arizona State Laws, Arizona Administrative Code, and the Every Student Succeeds Act (ESSA) Foster Care provisions.

The implementation of this policy shall assure that:

- A. children in foster care are not stigmatized or segregated on the basis of their status as foster children;
- B. children in foster care are immediately enrolled in their school of origin, unless a determination is made that it is not in such child's best interest to attend the school of origin, which decision shall be based on all factors relating to the child's best interest, including consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement;
- C. when a determination is made that it is not in such child's best interest to remain in the school of origin, the child is immediately enrolled in a new school, even if the child is unable to produce records normally required for enrollment;
- D. the enrolling school shall immediately contact the school last attended by any such child to obtain relevant academic and other records;
- E. transportation is provided to and from the school of origin or school of placement for the foster child as applicable and found in the law and Policy JFAA; and
- F. the school/District (LEA) will work with the Department of Child Safety (or tribal agency) to ensure that the provisions of ESSA relating to foster children are implemented.

Definitions

The term "children in foster care" means children who are under twenty-four (24) hour substitute care while placed away from their parents or guardians and for whom the Child Welfare Agency (DCS or tribal) has placement and care responsibility.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled, including preschool.

Liaison or Point of Contact (POC) for Children in Foster Care

The Superintendent will designate an appropriate staff person of authority as Liaison or Point of Contact (POC) for children in foster care who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of foster children that will include, but not be limited to, establishment of procedures to:

- A. Continue the student's education in the school of origin or placement;
- B. Collaborate with the Child Welfare Agency to maintain school stability;
- C. Ensure the best interest is determined regarding school selection;
- D. Ensure necessary transportation is provided, funded, and arranged;
- E. Ensure immediate enrollment and transfer of records; and
- F. Ensure school staff are trained on the provisions and educational needs of children in foster care.

Other Relevant Policies and Procedures

Implementation of the Every Student Succeeds Act (ESSA) Foster Care provisions requires the coordination with a number of policies and procedures. These policies and procedures are listed below as cross referenced and are

incorporated in this policy and these procedures by such reference.

Enrollment preference may be given to children who are in foster care.

Policy JG: Assignment of Students to Classes and Grade Levels

Status: ADOPTED

Original Adopted Date: 09/16/2004 | **Last Reviewed Date:** 09/16/2004

Students who apply for admission to grades two (2) through eight (8) on the basis of prior schooling outside the District will be placed initially at the grade levels they have reached elsewhere.

Assignment of a student to classes (classroom or subjects) shall be made based upon the student's grade-level assignment, completion of any prerequisites, student achievement, and any classroom limitations or class-size guidelines, in that order.

A student who enrolls in a kindergarten program or grades one (1) through eight (8) after receiving instruction in a home school program shall be tested using state Board standards in order to determine the appropriate grade level for educational placement of the student.

The Superintendent shall establish procedures for guiding the review and assignment of students to classes and grade levels.

State References

15-342

Description

[15-342](#)

15-745

[15-745](#)

Cross References

IKE

Description

[Promotion and Retention of Students](#)

IKE-R(1)

[Promotion and Retention of Students - Regulation](#)

IKE-R(2)

[Promotion and Retention of Students - Regulation](#)

IKEB

[Acceleration](#)

JF

[Student Admissions](#)

JFAA

[Admission of Resident Students](#)

JFAA-E(1)

[Admission of Resident Students - Arizona Residency Documentation Form](#)

JFAA-E(2)

[Admission of Resident Students - State of Arizona Affidavit of Shared Residence](#)

JFAB

[Tuition/Admission of Nonresident Students](#)

JFAB-E(1)

[Tuition/Admission of Nonresident Students - Arizona Residency Documentation Form](#)

JFAB-E(2)

[Tuition/Admission of Nonresident Students - State of Arizona Affidavit of Shared Residence](#)

JFABC

[Admission of Transfer Students](#)

JFABD

[Admission of Homeless Students](#)

JFABD-R(1)

[Admission of Homeless Students - Regulation](#)

JFABD-E(1)

[Admission of Homeless Students - Liaison Position](#)

JFABD-E(2)

[Admission of Homeless Students - Notice](#)

JFABDA

[Admission of Students in Foster Care](#)

JFABDA-R(1)

[Admission of Students in Foster Care - Regulation](#)

JFABDA-E(1)

[Admission of Students in Foster Care - Liaison Position](#)

JFABDA-E(2)

[Admission of Students in Foster Care - Notice](#)

JFB

[Open Enrollment](#)

JFB-R(1)

[Open Enrollment - Regulation](#)

Cross References

JFB-E(1)

JFB-E(2)

JFBA

JFBA-E(1)

Description

[Open Enrollment - Application](#)

[Open Enrollment - Special School Programs](#)

[Unsafe School Choice](#)

[Unsafe School Choice - Definitions and Examples](#)