

## **Controlled Open Enrollment Application Process and Procedures**

In addition to the established attendance zone, career academies and programs of choice, the St. Johns County School District will provide additional options for school assignment based on Controlled Open Enrollment in accordance with Florida Statute 1002.31. The following controlled choice options are permitted pursuant to School Board Rule 5.03 and will provide additional opportunities for students to attend a school other than their zoned school and will provide parents greater choice options.

### **A. Determination of Capacity**

A determination of the schools with available capacity is updated annually, and will be posted on the School District's website.

For the 2017-2018 school year, a school will be subject to Controlled Open Enrollment when it has been determined that the school's enrollment is less than 80% of permanent Florida Inventory of School House (FISH) capacity. This determination takes into account the rapid enrollment growth in St. Johns County School District, which exceeds 20% over the past five years.

Since Pre-Kindergarten (PK) programs are not mandatory, Controlled Open Enrollment options are not available for PK students.

ESE students are eligible to apply to all programs and eligible schools including Controlled Open Enrollment. If accepted to the school, an IEP team will convene to determine whether the student's needs can be adequately addressed and to ensure the IEP can be implemented at the chosen school. If not, the student will not be enrolled, but placed at the appropriate school based on attendance zone or appropriate placement for services if they are a resident of St. Johns County. Students residing in another county, whom the District is not able to serve, will be expected to enroll in their home county.

For the 2017-2018 school year, the following schools have available capacity for the specified number of seats. No K-8 Schools or High Schools currently meet the Controlled Open Enrollment criteria.

<b>2017 COE Schools</b>	<b>Available Seats based on 80% Permanent Student Stations</b>
Durbin Creek Elementary	30
PVPV/Rawlings Elementary	42
Webster School, The	270
<b>TOTAL</b>	<b>343</b>
	<b>Available Seats based on 80% Permanent Student Stations</b>
Murray Middle	42
<b>TOTAL</b>	<b>42</b>

### **B. Application Process and Lottery Selection**

Applications are available on the School District's website during an open enrollment period as listed in the updated schedule for each year. Paper copies of the application are also available for those without access to a computer. One application is required for each school to which the student would request consideration. (For example, if the student would be willing to attend two Controlled Open Enrollment elementary schools, two separate application would be required.)

Students subject to a current expulsion or suspension will not be permitted to take advantage of a Controlled Open Enrollment choice.

For purposes of continuity of educational choice, a student who enrolls or transfers under Controlled Open Enrollment may remain at the Controlled Open Enrollment school until the student completes the highest grade level at the school. After completion of the terminal grade of that school, the student must return to their zoned school or apply for and be granted another lottery selection through Controlled Open Enrollment. Students residing in another county must return to their school district in the absence of another lottery selection entitling them to enroll in another District school.

Applications for Controlled Open Enrollment will only be accepted during the application window. Once the window has closed, all applications will be randomly numbered with the assistance of a computer program. Available seats will then be assigned to the applicants for that school starting at 1 and ending at the total number of seats available. (For example in 2017-2018, Controlled Open Enrollment students will be accepted for Durbin Creek Elementary from 1 to 30.)

The application window will run simultaneously for both St. Johns County residents and out-of-county residents. There will be two separate lotteries, with in-county and out-of-county students being numbered separately. The out-of-county applications will only be considered if there are still remaining open seats after the completion of the in-county lottery.

Once notified of a lottery selection of an available seat, the parent/guardian must accept and enroll the student in the specified school. If a student happens to receive a lottery selection for more than one school, the parent/guardian must select one and decline the other. If seats re-open due to a declined selection, the student with the next number in the lottery will be notified and offered the seat. Once notified, the parent/guardian will have ten working days to respond. No response will be considered a decline of the selection. This process will only continue until the first day of school. After the first day of school, the wait list will be discontinued.

There is no appeal process for Controlled Open Enrollment as it is based strictly on a lottery procedure.

### **C. Siblings and Preferential Placement**

A parent may declare their school preference with respect to the placement of sibling students within the same school. Applications with a verified sibling priority shall be noted and maintained in a separate sibling list. These applications will be given a lottery number along with all other applications. However, when one sibling is selected, the remaining sibling(s) will be given a priority to attend the same school by allowing them to take the next number or to be placed on the waitlist only behind other siblings. If siblings cannot be placed at the same school, a hardship request may be requested. Siblings are defined as a brother, sister, half-brother, half-sister, stepbrother or stepsister, living in the same household. Verification will be required.

### **D. Availability of Transportation**

No District transportation options are available to any choice option in St. Johns County. Transportation must be arranged and provided by the parent/guardian.

### **E. Voluntary Return to Assigned School or District**

Upon request, a student shall be permitted to return to the student's zoned school; however, it is recommended that the student return at the end of the marking period or semester, unless extenuating circumstances are present.

### **F. Rescinding of Placement**

Controlled Open Enrollment placement may be rescinded if:

- Incorrect or false information was provided in the application;
- Attendance, tardiness or discipline/behavior problems develop at the receiving school.

### **G. Class Size Compliance**

Availability of seats at a school designated as having capacity under the Controlled Open Enrollment process is subject to the maximum class size pursuant to Florida Statute 1003.03 and Section 1, Article IX of the State Constitution.

1/10/2017