

COPPELL INDEPENDENT SCHOOL DISTRICT



Open Enrollment &
Re-Enrollment
Procedures

2016-2017 School Year

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In April, 2011, the Coppell ISD Board of Trustees approved the use of Open Enrollment for the admission of elementary students who live within the City of Coppell, but outside the attendance boundaries of CISD (an area which includes, but is not limited to Coppell Greens and Riverchase). Residents in these neighborhoods have lobbied CISD for years to consider allowing their children to attend the schools in the community in which they reside. The decision was approved by the Board for a few elementary schools with declining student enrollments.

This change in the district's policy is intended to create greater efficiency of operations by allowing the predetermined campuses to maximize their enrollment capacity in buildings that are already being heated, cooled, and cleaned. The move could also save a few teaching positions and generate \$700,000 - \$1M in additional revenue for the district depending on where the legislature sets CISD's target revenue and the number of students who apply.

The Coppell Independent School District has developed this booklet as a resource for parents who might be considering Open Enrollment as an option for their child. In doing so, we have tried to anticipate every possible question and scenario in an effort to assist you in your decision-making. This booklet includes policies and procedures, a checklist, and some frequently asked questions...all important information to know prior to submitting your child's application. Any additional questions may be directed to the Open Enrollment administrator, Janet Briel, by e-mail at openenrollment@coppellisd.com or call 214.496.6062.

Frequently Asked Questions

What does Open Enrollment mean in Coppell ISD?	In general, Open Enrollment is the term that is used to define the school district's ability to accept applications for enrollment from students who reside outside the district. In the Coppell Independent School District, Open Enrollment specifically applies to the elementary students who reside within the City of Coppell but outside the CISD attendance boundaries.
Why is Coppell ISD offering an Open Enrollment process at this time?	An Open Enrollment process at this time will help the school district accomplish multiple goals: operate low enrollment campuses with greater efficiency (heating, cooling, cleaning, etc.), possibly preserve teaching positions, and generate new revenue for the school district for each additional Open Enrollment student accepted.
How much additional revenue could the school district generate from Open Enrollment?	Open Enrollment has the potential to generate \$700,000 - \$1M for the district depending on: the amount of target revenue per student (set by the state), and the number of students accepted through this process.
Are there required criteria to apply for Open Enrollment?	Yes. During the 2015-2016 (current) school year, the student's attendance rate must have been maintained at 95% or better, (4.5 absences/semester, and no history of tardies) they must have passed all classes as well as all sections of the most recent STAAR test (or equivalent) taken, and they may not have been placed in any disciplinary program. <i>See Application Standards (page 8).</i>
How will Open Enrollment letters of intent and applications be accepted?	All submissions will be made electronically generating a date and time stamp, which will create a waitlist for New Enrollment seats.
When will Open Enrollment & Re-Enrollment for the 2016-2017 school year begin and end?	Re-Enrollment - begins Monday, June 6, 2016 and ends 4 p.m. on Wednesday, June 15, 2016. New Enrollment - begins Friday, April 29, 2016 and ends 4 p.m. Wednesday, August 3, 2016 for first semester and begins Thursday, December 15, 2016 and ends at 4 p.m. on Friday, January 6, 2017 for second semester.
Can children from all grade levels participate in the process?	No. Only elementary students entering grades K-5 in the 2016-2017 school year will be eligible to participate. Should the Open Enrollment program continue, students would be able to attend middle school and high school in the Coppell ISD.
What campuses will be participating in the Open Enrollment process?	Limited spaces are anticipated to be available during the 2016-2017 school year at Cottonwood Creek Elementary and Austin Elementary. <i>**Only families with students already attending Town Center Elementary may apply for a sibling to also attend there. Acceptance is not guaranteed.</i>
Can I choose the school my child will attend?	No. Seats will be filled based on space and program availability and upon meeting all required criteria. The Open Enrollment application form does allow the applicant to rank their campus preferences.
How will seats be filled?	Subject to availability at each campus, New Enrollment seats will be offered from the waitlist and based on the receipt of a completed application, which meets all of the criteria.
Will I need to pay a tuition fee for my child?	No. Tuition fees will not be charged for the 2016-2017 school year.
Will the school district provide transportation for students in the Open Enrollment process?	<u>No.</u> Transportation to and from school <u>will not be provided</u> to Open Enrollment students.
If my child is accepted for Open Enrollment for the 2016-17 school year, will they need to reapply again the following year?	Yes. The Texas Education Code stipulates that every district in Texas that has Open Enrollment must have an annual reapplication requirement. The Board of Trustees voted to approve Open Enrollment for the 2016-2017 school year.
If one child in a family is accepted, is/are their sibling(s) guaranteed automatic admission?	No. Open Enrollment application is by student and not by family.
When will I be notified of my child's acceptance into the Open Enrollment process?	Re-enrollment parents will be notified in writing of the acceptance or denial of their student's application by the week of June 24, 2016. New enrollment parents will be notified of the conditional acceptance or denial of their letter of intent on Friday, August 5, 2016 and will have until Wednesday, August 10th at 4 p.m. to electronically submit a full application; including all required items on the supporting documents list. Final notification of the assigned school will be sent no later than Wednesday, August 17, 2016.

Supporting Documents

Please be sure you have access to and are able to electronically submit the following documents if you are offered an application in August or are re-enrolling in June. ****An incomplete application will not be accepted.**

The following must be included and submitted with a new application in August or re-enrollment one in June:

_____ A **current** utility bill (Example: water, electricity, natural gas, **ONLY**) ***NO** cell phone bills.

_____ Copy of one parent/guardian driver's license showing current Coppell address. Receipt of application of new license will be accepted. ***NO** out of state licenses will be accepted.

_____ If renting, copy of your lease executed by landlord and tenant with student's name listed as an occupant. ***For Re-Enrollment applications only, if you have moved, a new lease is required to be submitted with the re-enrollment application in June. If the lease on file, expires prior to August 22, 2016, a copy of a new lease must be provided before school begins.**

_____ Final report cards showing yearly attendance and grades. **(not applicable for Kindergarten applicants)**

_____ If student is applying for **4th grade or above**, 2016 STAAR results (equivalent if currently attending out of state, private, or home school) **RE-ENROLLMENT STUDENTS DO NOT SUBMIT STAAR!**

_____ All general enrollment requirements (see www.coppellisd.com/Page/353) must also be met at the time of registration at the campus or the student may not start school until those requirements are met.

_____ A signed copy of the "Coppell ISD Open Enrollment or Re-enrollment" application form.

Board Policy FDA (Local)

ADMISSIONS - INTERDISTRICT TRANSFERS

Changes to the existing Policy FDA (Local) are noted in “red” below and were approved by the CISD Board of Trustees during their regular monthly meeting on April 25, 2011 then submitted to the Texas Association of School Boards. To view the Policy FDA (Local) online, visit <http://tinyurl.com/fdalocalpolicy>

TRANSFER REQUESTS	Nonresident students shall not be permitted to attend District schools except as provided below.
EXCEPTIONS	
RESIDENTS WHO BECOME NONRESIDENTS	Resident students who become nonresidents during the course of a semester shall be permitted to continue in attendance for the remainder of the year, with the following exceptions.
SPECIAL ENROLLMENT STUDENTS	<p>A “special enrollment student” shall be defined as a student living with a legal guardian other than a natural or adoptive parent, or a student living with a family, including one or both natural or adoptive parents, who is living in a temporary location within District boundaries, such as, but not limited to, a hotel or the home of a relative, <u>or is defined as a student enrolled through the open enrollment process.</u></p> <p>A special enrollment student living in the District who has completed a special enrollment application and has been granted admittance to the District through the special enrollment process, but no longer lives within the District’s boundaries, shall be withdrawn at the end of the current six- or nine-week grading period, as applicable.</p> <p><u>An open enrollment student living within the boundaries of the City of Coppell, but outside the boundaries of the District, who has completed an open enrollment application and has been granted admittance to the District through the open enrollment process, but no longer lives within either the District or City of Coppell boundaries, shall be withdrawn at the end of the current six- or nine-week grading period, as applicable.</u></p>
CHILDREN OF EMPLOYEES	A nonresident District employee may request that his or her child be admitted into District schools by filing an application with the Superintendent or designee. Transfers shall be granted for one regular school year at a time, on a tuition-free basis, provided the student is not serving a suspension or expulsion from the sending district.
OPEN ENROLLMENT	<p><u>A nonresident student living within the boundaries of the City of Coppell, but outside the boundaries of the Coppell Independent School District, shall be permitted to apply to attend designated District elementary schools.</u></p> <p><u>An open enrollment transfer shall be approved or not approved by the Superintendent or designee.</u></p> <p><u>All students must reapply annually unless they move into the school district.</u></p> <p><u>Transfers shall be granted for one regular school year at a time, on a tuition-free basis; however, the Board reserves the right to review annually whether or not to charge tuition, or whether or not to continue the open enrollment policy [see FDA(LEGAL)].</u></p>
FACTORS	<p><u>In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff, the student’s disciplinary history, most recent state-mandated assessments, prior grades, and attendance records.</u></p>
PRIORITY	The consideration for admittance of the children of District employees shall take precedence over the open enrollment process.
FUTURE DISTRICT RESIDENTS	<p>Students who will be moving into the District and who have entered into an agreement with the Superintendent and/or designee shall be allowed to transfer under the following circumstances:</p> <p>The administration has received an affidavit as to residency intent signed by the parent, guardian, or other person having lawful control of the student. [See FDA(EXHIBIT)]</p>

Board Policy FDA (Local)

This page includes the information, procedures, and policies listed in your application. PLEASE KEEP THIS FOR FUTURE REFERENCE.

FUTURE DISTRICT RESIDENTS (continued)

The administration has received a contract of sale fully executed by all parties on a home and lot wherein the transaction will be closed and the proposed resident will occupy the residence in the District within eight weeks from the date of the affidavit as to residency intent for admission to the District.

The administration has received any other fully executed form of contract, including builder's contracts, signed by all parties, for a home and lot wherein the transaction will be closed and the proposed resident will occupy the home in the District within eight weeks from the date of the affidavit as to residency intent for admission to the District.

The administration has received a lease agreement fully executed by all parties for a home or apartment wherein the proposed resident will occupy the residence in the District within eight weeks from the date of the affidavit as to residency intent for admission to the District.

If the documents are acceptable to the District and a transfer agreement is entered into, the student shall be allowed to enroll and attend as a tuition-paying student until the actual date of residency in the District.

If the affidavit or contract of sale or lease agreement is not fulfilled within the said eight weeks, the student shall be withdrawn from the school within five school days after demand by the District. However, the Superintendent and/or designee may consider extenuating circumstances and may modify the eight-week requirement in a situation deemed appropriate for modification.

TRANSPORTATION

Transportation shall not be provided for transfer students.

REVOCAION OF TRANSFER

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District, including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation will be set in accordance with the written transfer agreement.

Written notification of any transfer revocation shall be sent to the school district of residence.

TUITION

If the District charges tuition, the amount shall be set by the Board, within statutory limits.

Tuition shall be paid 30 days in advance. Any overpayment for a month due to residency in the District shall be reimbursed by the District based upon a daily rate. Tuition shall not be reduced for absences of the student from school.

WAIVERS

The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]

NONPAYMENT

The District may initiate withdrawal of students whose tuition payments are delinquent.

APPEALS

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

2016-2017 Coppell ISD Open Enrollment & Re-Enrollment Information, Procedures, and Policy

These pages include the information, procedures, and policies listed in your application. PLEASE KEEP THIS FOR FUTURE REFERENCE.

GENERAL INFORMATION

Coppell ISD (CISD) is accepting applications for Open Enrollment transfers at selected campuses for students who will be attending grades Kindergarten through the 5th grade during the 2016-17 school year. The number of openings for open enrollment students in grades K-5 is limited and will be determined by CISD administration based upon campus and grade level capacity, growth projections, teacher allocations, special circumstances, and/or other administrative considerations. Two elementary campuses will be opened for enrollment and applicants may specify their first and second choice to attend. Preference is given to students who are already in attendance at the requested campus and to incoming Kindergartners with older siblings admitted through Open Enrollment. New Open Enrollment letters of intent will be filled out initially. Full applications will only be required when seats are offered in August for first semester and January for second semester. There will not be a tuition fee for students accepted through the open enrollment process for the current school year; however, this waiver of fees may be reviewed in successive years. The CISD Board of Trustees reserves the right to discontinue the open enrollment process at the end of any successive school year. The Texas Education Code requires that parents apply and re-enroll their students each school year. (See Coppell ISD Board Policy FDA (LOCAL))

TRANSPORTATION

Any student who requests and accepts a transfer to a school through the open enrollment process shall be required to **provide his or her own transportation to and from school.**

APPLICATION TIMELINE FOR THE 2016-2017 SCHOOL YEAR

NEW ENROLLMENT

1. Letters of Intent for **new enrollments** will be electronically accepted Friday, April 29, 2016 through 4:00 p.m. Wednesday, August 3, 2016. This will create a waitlist based on date and time stamp.
2. **New enrollment parents** will be notified in writing of conditional acceptance of Letter of Intent on Friday, August 5, 2016 and will have until 4:00 p.m. on Wednesday, August 10, 2016 to submit a full application including all supporting documents. Failure to submit a completed application by the deadline will be deemed as a rejection, and the spot will be forfeited and offered to the next student on the waiting list. **Final notification of the assigned school will be sent no later than Wednesday, August 17, 2016.**
3. If there are not enough seats for every applicant, a waitlist will remain open and parents will be notified.
4. Accepted **New** students must immediately call the campus they will attend and schedule an appointment to register.
5. Beginning Thursday, December 15, 2016 and ending at 4 p.m. Friday, January 6, 2017, new Letters of Intent will be added to the end of the remaining wait list. Parents will be notified on January 9, 2017 **IF** any seats will be offered for second semester.

RE-ENROLLMENT

1. Applications for **re-enrollment** will be accepted electronically from Monday, June 6, 2016, through 4:00 p.m. on

Wednesday, June 15, 2016.

2. **Re-enrollment parents** will be notified in writing of acceptance or denial of application Friday, June 24, 2016 and will have until 4:00 p.m. on Friday, July 1, 2016 to accept or reject, in writing, the offer to attend CISD for the 2016-2017 school year. No response will be deemed as a rejection, and the spot will be forfeited and offered to the next student on the waiting list (if applicable).

WAIT LIST

Every New Open Enrollment applicant will be placed on the wait list in order of date and time stamp of the submission of the Letter of Intent. Offers will be made from the wait list in August for first semester and January for second semester.

APPLICATION STANDARDS

All applications for Open Enrollment are required to meet the following standards. The student must:

- offer proof of 95% attendance for the previous semester and the most recent six or nine week grading period.
- be passing all classes currently and for the last semester completed.
- have passed all portions of their latest state test/assessment exam. Students from home school, private school, or non-accredited school must show satisfactory scores on standardized achievement tests at the 50th percentile or above and/or successful achievement on district-delivered academic test.
- have no more than one disciplinary infraction (e.g. the equivalent of an "N" or "Needs Improvement") for the previous semester and the most recent six or nine week grading period and that disciplinary infraction must not include in or out of school suspensions, or infractions with the equivalent of a "U" of "Unacceptable" conduct for the previous semester and the most recent six or nine week grading period.

BEYOND ELEMENTARY

There is no guarantee that an Open Enrollment student will be attending a particular or requested middle school. **While every effort will be made to follow the elementary to middle school feeder pattern, middle school placement after the 5th grade will be determined by CISD administration based on space availability.**

APPROVAL

New seats will be offered for admission based on space and program availability, upon meeting all required criteria and in order of position on the wait list.

DENIAL

Reasons for denial of application include:

- History of poor attendance, late arrivals, late pick-ups, and/or disciplinary infractions.
- Falsification of information on the application and/or related documents.
- Failing grades.
- Failing current state standardized assessments or other recognized tests.
- Failure to meet district criteria for open enrollment.
- Limited space availability.
- Limited campus staffing.
- Elementary projection exceeds 21 per class average for K-4 at a designated campus.
- Elementary projection exceeds 23 per class average for fifth grade at a designated campus.
- Student projections exceed 540 students for designated footprint elementary school.
- Students that move out of the open enrollment attendance zone.

2016-2017 Coppell ISD Open Enrollment & Re-Enrollment Information, Procedures, and Policy

This page includes the information, procedures, and policies listed in your application. PLEASE KEEP THIS FOR FUTURE REFERENCE.

REASONS FOR REVOCATION DURING AND/OR AT END OF SCHOOL YEAR

- Repeated failure to abide by the rules specified in the CISD Student Code of Conduct.
- Student commits a disciplinary infraction that mandates removal to the DAEP or JJAEP.
- Documented pattern of **late arrivals, late pick-ups, and/or poor attendance.**
- Lack of parental support of Open Enrollment Program policies and/or campus policies, practices, or regulations, including any tutoring assistance offered by the campus.
- Falsification of information.
- Students that do not meet the enrollment criteria annually.

PROCEDURES FOR REVOKING AN OPEN ENROLLMENT TRANSFER

- Campus administrator must present reason(s) for recommended revocation to designee in central administration to obtain a concurring opinion.
- Campus administrator must hold a conference with the parent and inform the parent of the revocation and the reason(s) for the revocation.
- The administrator of the school revoking the open enrollment transfer must call the of the student's home school and inform him or her of the open enrollment revocation and the reason(s) for the revocation.
- Both schools must work together to transition the student back to the home school in a manner that promotes the student's academic progress and school attendance.

OTHER NOTES

- Students entering kindergarten are exempt from attendance and academic standards.
- As required by the Texas Education Code, all "open enrollment" students must reapply and qualify annually.
- The Coppell ISD Board of Trustees may expand or discontinue the open enrollment policy at the end of any given school year.
- Application is by student and not family. This is required because the student is applying for a specific empty seat in a specific grade at a specific campus. There is no guarantee that siblings will be approved to attend Coppell ISD, or a specified campus through the open enrollment process.

COPPELL INDEPENDENT SCHOOL DISTRICT

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