



OPEN ENROLLMENT PROCEDURES & INFORMATION

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

OPEN ENROLLMENT PROCESS AND TIMELINES:

1. Before completing the open enrollment process, parents/guardians should obtain information about the school to which they are applying so that they are informed about the program. Some schools/grade levels may have no spaces to offer.
2. Parents/guardians must apply online. Parents who do not have online access are encouraged to use computers available for this purpose at many schools, and in the Open Enrollment office, during the window for open enrollment that will be advertised on the district’s website. **Only one application per child may be submitted (multiple applications will be deleted).**
3. Misrepresentation of information will be grounds to invalidate an Open Enrollment application.
4. Parents/guardians must complete the application process no later than 4:00 p.m. on the day of the deadline stated on the district website in order to be included in the lottery selection process.
5. The lottery process will run in two sequential stages, following the regular preferences established in this regulation JECC-R:
 - a. The first lottery will occur in mid-January and will include students who live inside district boundaries and students who live outside of the district if they have a sibling attending a BVSD school (as described in preference 2. Below) or a parent employed by the district. (as described in preference 3 below).
 - b. The second lottery will run with out-of-district students to fill any remaining seats available after the first lottery.
6. Notification of acceptance or non-acceptance from the original pool of timely applicants (as well as notification of your student’s position on a wait list if a seat was not available in the lottery) will be sent on or about the Wednesday following lottery completion.
7. If a notification of acceptance is extended, parents/guardians who wish to decline the seat must contact the Open Enrollment office via email at open.enrollment@bvsd.org, mail a written decline, or call the Open Enrollment office within 10 days of emailed notice. ***Unless the seat is promptly declined, the student forfeits his/her seat at his/her current BVSD school even if it is the student’s designated neighborhood school. The new school of choice becomes the “school of attendance” through the highest grade offered at the school.***

8. Parents/guardians who do not receive notification of lottery results, have 10 calendar days to contact the Open Enrollment office.
9. In order for a student who has open enrolled out of the designated neighborhood school to return to his/her district designated neighborhood school, an application must be submitted during the open enrollment period for the following year. The process set forth in paragraphs six and seven must be followed.
10. Once a student has been accepted to his/her first choice school anytime during the open enrollment process, whether the seat is declined or not, the child will not be considered for lower choices in the open enrollment process and will receive no further notifications.
11. Except at multi-level schools such as K-8, or K-12 schools, students need to apply to each level (elementary, middle, high school) for Open Enrollment. A student who has open enrolled to an elementary school, for example, will be registered at his/her neighborhood school of attendance for middle school unless he/she applies for Open Enrollment at another middle school and is accepted through the open enrollment process to the school of choice. Students do not receive preference or assurance in applying for Open Enrollment to the next school in the feeder system, e.g., Louisville Elementary to Louisville Middle School.
12. Wait lists will be established from the applications received during the open enrollment period. Student families will be emailed or called from the wait list to fill verified vacant spots, as they become available beginning in February through June and a final time in August. Any student, who missed the OE deadline, may submit an Open Enrollment application prior to the last business day of August to add the student's name to the bottom of an established wait list. Note: The Open Enrollment cycle for Peak to Peak, Summit and Horizons is active through the last day of September.

INFORMATION REGARDING SPECIAL PROGRAMS

- All BVSD and out-of-district students are eligible to apply for Open Enrollment.
- Enrollment and participation in any school sports or activities by new students to the District is conditional on the new school performing a "safe schools check", the results of which may be grounds for denial of admission under Colorado Law.
- Parents of a student who has an active Individual Education Plan (IEP) and wish to open enroll must contact the requested school IEP team to determine if the school can provide the level of service called for in the IEP. If notified of acceptance, the student's seat at the requested school will be held until an IEP meeting (if needed) is completed and a final decision on acceptance is made based upon the school's ability to deliver a free appropriate public education (FAPE). Students on IEPs have the same opportunity to open enroll as non-special education students.

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

Contact Special Education at (720) 561-5155 with questions.

- English Language Development services are not available at every school. Please contact the department of English Language Development at (720) 561-5073 with questions.
- **VARSAITY ELIGIBILITY:** Per CHSAA guidelines, a student entering high school for the first time shall be eligible for all interscholastic athletic competition. In most cases, students transferring schools after entering high school for the first time *without* a family move will jeopardize losing varsity eligibility. Students should consult the district Athletic Director at (720) 561-5252 for eligibility information.

ENROLLING IN PRESCHOOL IN BOULDER VALLEY SCHOOL DISTRICT

The Open Enrollment period for preschool follows the same timelines as outlined in item number 2 under Open Enrollment Process and Timeline above. Refer to the district's Open Enrollment website for open enrollment deadlines.

Boulder Valley School District offers preschool services in 19 elementary schools. These sites include:

- Boulder: Columbine, Community Montessori, Creekside, Douglass, Heatherwood, Mapleton ECE Center, and University Hill.
- Broomfield: Aspen Creek, Birch, Emerald, and Kohl.
- Erie: Meadowlark
- Louisville: Fireside, Monarch K-8.
- Lafayette: Escuela Bilingüe Pioneer, Lafayette, Ryan and Sanchez.
- Superior: Eldorado K-8
- Nederland: Nederland

The BVSD preschools are tuition based. Also, children may qualify for free preschool services through the Colorado Preschool Program or Special Education. If you are interested in finding out additional information about the Colorado Preschool Program or Special Education services in BVSD call (720) 561-5075 or (720) 561-5078, respectively. Community Montessori preschool requires parents to apply through the open enrollment process. Please refer to the open enrollment policies and procedures on the BVSD website www.bvsd.org or contact the Open Enrollment office at (720) 561-5900 for more information.

For preschool programs at Aspen Creek, Birch, Columbine, Creekside, Douglass, Eldorado K-8, Emerald, Escuela Bilingüe Pioneer, Fireside, Heatherwood, Kohl, Lafayette, Mapleton ECE Center, Meadowlark, Monarch K-8, Nederland, Ryan, Sanchez, and University Hill Dual Language, parents must complete a Preschool Lottery Application during the open enrollment window to be considered in the lottery process. Children are not placed on a first-come-first-served basis. Please refer to "Preschool" under the "School" link on the BVSD website www.bvsd.org or contact the Preschool Office at (720) 561-5075 for more information.

The preschool lottery will follow the same preference selection process used by the Open Enrollment office where applicable. Parents will be notified of their child's tentative acceptance on or about the Wednesday following lottery completion and a developmental screening will be scheduled and completed by the preschool community liaison.

NOTE: Community Montessori, Escuela Bilingüe Pioneer, and University Hill Dual Language are continuous focus programs and when parents accept a seat at any of these schools for their preschool student, that school then becomes the student's "school of attendance" through 5th grade.

UPON ACCEPTANCE, PARENTS FORFEIT their neighborhood school for Kindergarten through 5th grade for focus programs only. At the time of registration, parents will be required to sign a letter of that acceptance into these continuous programs is a commitment through 5th grade. In order for a student who has open enrolled out of the designated neighborhood school for preschool to have an opportunity to return to his/her neighborhood school during a subsequent elementary year, an application must be submitted through the open enrollment process.

SELECTION PROCESS

- Approval of open enrollment is based on available space, programming, and staffing at the requested school.
- When the number of applicants exceeds the number of spaces available, students will be selected by a random selection lottery. A wait list will be kept at the Education Center.
- Preference is given to students as follows:
 1. In-district students who move out of their district designated neighborhood school attendance area but who remain in the district and wish to remain at the school the student is currently attending.

2. Sibling preferences are tiered accordingly:
 - a. A new student, whether they reside inside or outside of the district, whose sibling has been in attendance and will be attending the requested school the following year.
 - b. A sibling of a student accepting placement during the same open enrollment period.
 - i. When multiple siblings apply for open enrollment at the same school and choice order, they will be linked as siblings in the lottery process.
3. A student of an eligible employee, whether they reside inside or outside of the district. Eligible employees are those who are at the benefit level for each of their respective employee groups, i.e. 20 hours per week or more for classified and .50 FTE for licensed and professional/technical employees.
4. BVSD students wishing to return to their designated neighborhood school.
5. Students who reside within the boundaries of BVSD.
6. Current students who move outside the boundaries of BVSD and wish to remain at the school the student is currently attending.
7. Students who reside outside the boundaries of BVSD.

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

1. Sibling preferences as per the regular selection process will apply.
2. Family Income

This preference applies to in district applicants who submit an optional current year Family Economic Data Survey as part of their open enrollment application and qualify as low-income and other CPP criteria and qualify for scholarship. Scholarships and transportation are provided for 20% of the qualifying 3 and 4-year old preschool children and for Kindergarten-aged children who attend full-day Kindergarten.

3. After these preferences are met, the regular selection process will apply.

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

1. Sibling preferences as per the regular selection process.
2. Family Income

This preference applies to in district applicants who submit an optional current year Family Economic Data Survey as part of their online open enrollment application and qualify as low-income and who reside within a 1 ½ mile walking distance of the Aurora 7 school site (refer to map [BCSIS/High Peaks](#)) until 20% of the qualifying entering Kindergarten-aged children are enrolled.

3. Geographic Area

If 20% of the seats reserved for low-income students are not filled, then an additional preference is applied before the regular selection process. In this case, the next tiered preference would be for students eligible for low-income status who reside south of Colorado and west of Cherryvale Rd and

east of 4th Ave. (refer to map [BCSIS/High Peaks](#)) until 20% of the low-income qualifying entering Kindergarten-aged students are enrolled; transportation would be provided.

4. After these preferences are met, the regular selection process will apply.

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

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

1. Sibling preferences as per the regular selection process.
2. Geographic Area

This preference applies to applicants who reside inside the boundaries of any of the Lafayette/Erie schools of BVSD; *i.e.* the attendance boundaries of each school in Lafayette.

3. After these preferences are met, the regular selection process will apply.

Preferences for Horizons K-8 Charter:

1. Children of Faculty (licensed, non-temporary employee) employed in a licensed Faculty position of 0.25 F.T.E. or greater, whether they reside inside or outside the BVSD boundaries.
2. Sibling of a student who is attending and will be attending Horizons the following year.
-EQUAL preference with –
Children of Faculty employed in a licensed temporary full-time, temporary part-time or temporary job-share Faculty position, with a one year contract of 0.25 F.T.E or greater (whether they reside inside or outside the BVSD boundaries).
3. Sibling of a student who is assigned in the current year.
4. Children of non-licensed Staff in their 2nd consecutive year, or subsequent, of employment at 25% or greater (*i.e.*, 10+ hours/week), whether they reside inside or outside the BVSD boundaries.
5. Other community preferences as already stated in BVSD Policy JECC-R.

NOTE: If there is an enrollment opening at the time of employment, licensed employee’s children may be enrolled immediately. If there is no space available due to our Charter’s enrollment cap, employee will wait until the following school year or the next available space.

Preferences for Peak to Peak Charter:

(Preferences #1 through #6 are applicable whether a student resides inside or outside the boundaries of BVSD.)

1. Children of current or past members of Peak to Peak’s Board of Directors.
2. Children of original subscribers.
3. Children of teachers, administrators and counselors who are employed by Peak to Peak. This preference excludes children of person(s) holding solely a substitute position at Peak to Peak.

4. Children of staff other than teachers, administrators, and counselors, who are employed at Peak to Peak for a minimum of 10 hours per week. This preference excludes children of person(s) holding solely a substitute position at Peak to Peak. Staff exercising this preference must remain in their positions through the end of the school year in which the Open Enrollment application is completed.
5. Siblings of students attending Peak to Peak during the Open Enrollment application period and will be attending Peak to Peak the next school year.
6. Siblings of students who are currently seniors during the open enrollment period.
7. Siblings of students who have been selected for admission into Peak to Peak.
8. A resident student, who applies during the open-enrollment period, is placed on the waiting list, is not offered admission before the next lottery period, and re-applies for admission in the immediately successive open enrollment period.
9. Students who live within the BVSD boundaries.
10. Students who live outside of BVSD boundaries who have previously applied to Peak to Peak, is not offered admission before the next lottery period, and re-applies for admission in the immediately successive open enrollment period.
11. Students who live outside the BVSD boundaries.

****Note to parents applying for KG at Peak to Peak:**

Peak to Peak provides two distinctly separate kindergarten programs:

1. Standard half-day kindergarten as part of the public school system.

OR

2. A full-day kindergarten enrichment program for a contracted monthly fee. *(Please refer to the Peak to Peak website for enrichment program information and/or contract details.)

When applying for a kindergarten spot at Peak to Peak, you will be asked to specify whether you are applying for a half-day or full-day seat. You must choose only one to ensure the ability to place your student on a list. Please be prepared to choose the option that fits best for your family. This selection will provide the basis for the specific type of open enrollment seat that will be considered for your kindergarten applicant. The choice you make at the time of application is binding.

*Financial assistance is available, for families who qualify, through CCCAP.

Preferences for Summit Charter:

1. Children of school organizers and of present and former Directors.
2. Children of Summit current teachers and staff residing in or out of District.
3. In District siblings of currently enrolled students and Summit graduates (completed 8th grade at Summit), including those accepted in the current lottery.
4. Family Income – This preference applies to in-district applicants for 6th grade who submit an optional current year Family Economic Data Survey as part of their online open enrollment application and qualify as low-income, until 10% of the qualifying entering 6th grade students are enrolled.

5. In District with prior application (a student who was placed on the waitlist and declined an opportunity to enroll at Summit is not eligible for this priority).
6. Students who reside within the boundaries of BVSD.
7. Out of District sibling of current Summit student or a former Summit graduate.
8. Out of district students.

GENERAL INFORMATION

- For students new to BVSD schools, the open enrollment process is not complete until you submit the Student Enrollment Online process and then provide the supporting documents to the accepted school to complete enrollment.
- When applying to either Escuela Bilingüe Pioneer or University Hill Dual Language, native English speaking students in grades 1st through 5th should have an educational background in a bilingual program and will be assessed by the school to determine program appropriateness prior to final acceptance.
- After open enrolling to an elementary, middle or K-8 school, and completing the highest grade in that school, students will attend their district designated neighborhood school unless they open enroll to another middle or high school.
- Students who enroll in a school other than their district designated neighborhood school are responsible for their own transportation. If space is available on an existing transportation route, parents may petition for “ridership” by contacting the district’s Transportation Office at (720) 561-5120. This petition process occurs after the school year begins. Parents/Guardians must petition every year for space available ridership. Transportation under the open enrollment process must be applied for annually.
- Students may not apply for the same grade that they are currently enrolled in through the open enrollment process.
- To help parents/guardians identify schools they may wish to consider for open enrollment, opportunities to visit and observe schools may be scheduled by contacting individual school offices. Please be sure to register with the school office when visiting schools.

If there are other questions regarding open enrollment, please contact the Open Enrollment office at (720) 561-5900 for further information.

End File: JECC-R