

Open Enrollment Frequently Asked Questions

1. When is the Open Enrollment window?

The online application will be posted on the District website beginning December 1, 2010. Applications will be accepted until the close of business on January 18, 2011. For families without access to a computer, a paper version of the online application is available at all DCSD schools during the Open Enrollment window.

2. Will my acceptance to a school be based on the time my application is submitted?

No, all open enrollments are approved or denied based upon space availability. If the number of applicants exceeds the spaces available in a particular program or school, a lottery by random drawing shall be conducted per policy JCA/JFB. For purposes of such lotteries, each family shall be treated as one unit.

3. Will I be able to apply to more than one school?

Yes, the online application form allows for your first and second choice. Additional applications may be submitted if you have more than two choices by returning to the form and completing another application with different choices.

4. When will I be notified if my application has been accepted?

Schools will notify parents of approval or denial by January 25, 2011 via email or US mail. Parents must accept or deny placement by January 28, 2011.

5. Is each child in a family required to apply for open enrollment?

Yes, the online application form must be completed for each child. When open enrollment is approved, the new school becomes the school of record for all students in the family including younger siblings who were not enrolled in school at the time the family open enrolled. Even though the school of record has changed for the family, incoming Kindergarten students must fill out an open enrollment form so that their enrollment can be tracked correctly.

6. Will I need to reapply for open enrollment each year?

No, approved open enrollment applications at the elementary level allow the student to attend that school for all of the grades served by the school. At the secondary level, the student is approved to attend the middle school *and* high school within that feeder system.

7. If I change my mind after accepting placement, will my student be able to return to the neighborhood school?

No, once open enrollment has been approved, that school becomes the student's "school of record." To return to the neighborhood school, students must apply for open enrollment during the next open enrollment period. The application to return may be denied if space is not available.

8. My child is open enrolled into an elementary school and has completed all grades offered at their school and is moving on to middle school. What do I need to do for middle school?

- If your child will be attending your neighborhood middle school, your student is automatically enrolled in your neighborhood middle school. You simply need to complete the regular registration process at that school.
- If your child will be attending a middle school that is not your neighborhood middle school, you will need to complete the open enrollment process for that middle school. If you are accepted, that middle school and its feeder high school will become your “school of record” until the completion of all secondary educational programming (middle and high school).

9. My child is open enrolled in a school and I want my child to attend their neighborhood middle school before he/she completes all the grade levels offered at their current school.

- If you want to attend your neighborhood middle school, you must complete an “intent to enroll” form at your neighborhood middle school during the open enrollment window.
- If you want to attend a school that is not your neighborhood middle school, you will need to complete the open enrollment process for the school of your choice.

10. What are the Colorado High School Activities Association (CHSAA) guidelines about transferring to another school?

Interscholastic eligibility may be affected if a student changes schools after the school year begins or if the student has practiced with a school team before the start of the school year. A student who transfers schools over the summer without a bona fide family move will have restricted eligibility for the first 50 percent of the regular season and may have varsity eligibility during the second 50 percent of the regular season. Additional information is available on the CHSAA website at <http://www.chsaa.org/home/pdf/Transfer%20Rule%20Booklet.pdf>

11. Who should I contact with additional questions?

For questions about specific programming at schools, contact the school directly. For questions on the Open Enrollment application and process, please contact Melody Bishop at 303-387-0231 or melody.bishop@dcsdk12.org.