



Department of Student Services
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Steps in the open enrollment process—non-resident transfer (out-of-district) requests

1. The parent obtains the Open Enrollment form at the individual site. The parent fills out form and leaves it with the principal/administration of the requested site.
When sites are closed for the summer, open enrollment forms can be picked up and left in the Department of Student Services at the central administration office (545-2065).
 - For recommendations of approval, the principal signs and dates the Open Enrollment form and sends all copies to the student services department.
 - All requests for students in Special Education will also be reviewed by the Director of Special Education.
2. If the principal is recommending denial of the request, a rationale form must be completed by the principal and must be attached to the open enrollment form sent to the student services department.
3. Student services processes out-of-district forms and submits names to the Governing Board for approval.
4. The Student Services Department sends notification to parents (approvals and denials).

Steps in the open enrollment –resident transfer (in-district) requests

1. Parent obtains the Open Enrollment form at the individual site. Parent fills out the form and leaves it with the principal/administration of requested site.
 - When sites are closed for the summer, Open Enrollment forms can be picked up and left in the Department of Student Services at the Central Administration Office (545-2065).
2. If the request is approved, the principal signs and dates the form. The approving site is responsible for notifying the parent of the in-district approval.

3. If the principal is recommending denial of the in-district request, a rationale form must be completed by the principal and must be attached to the open enrollment form.
 - This documentation, which includes reason for denial, is all sent to the Student Services Department. The Assistant Superintendent for Student Services will consult with the principal on all potential denials.
4. It is expected that incoming 9th graders in the district attend the high school in their feeder plan (based on their address and school boundaries). Appeals are submitted to the Student Services Department.
5. The Student Services Department will notify parents regarding final determination.

Transportation for students on open enrollment

1. The District shall provide transportation to out-of-district students on open enrollment, within a distance of ten miles total (to and from)
 - the school of attendance, or
 - a pickup point on a regular District transportation route, or
 - for the total miles traveled each day to an adjacent district
2. The District shall provide transportation to in-district students on open enrollment AND attending one of the designated magnet schools, within a distance of ten miles total (to and from):
 - the school of attendance, or
 - a pickup point on a regular District transportation route, or
 - for the total miles traveled each day to an adjacent district
3. The District shall not provide transportation for in-district students on open enrollment who are not attending one of the designated magnet schools.
4. The district shall provide transportation to and from any selected school for in-district students in Special Education on open enrollment whose individualized education program (iep) specifies that transportation is necessary for fulfillment of the program.
 - All open enrollment requests for students in special education will also be reviewed by the director of Special Education.