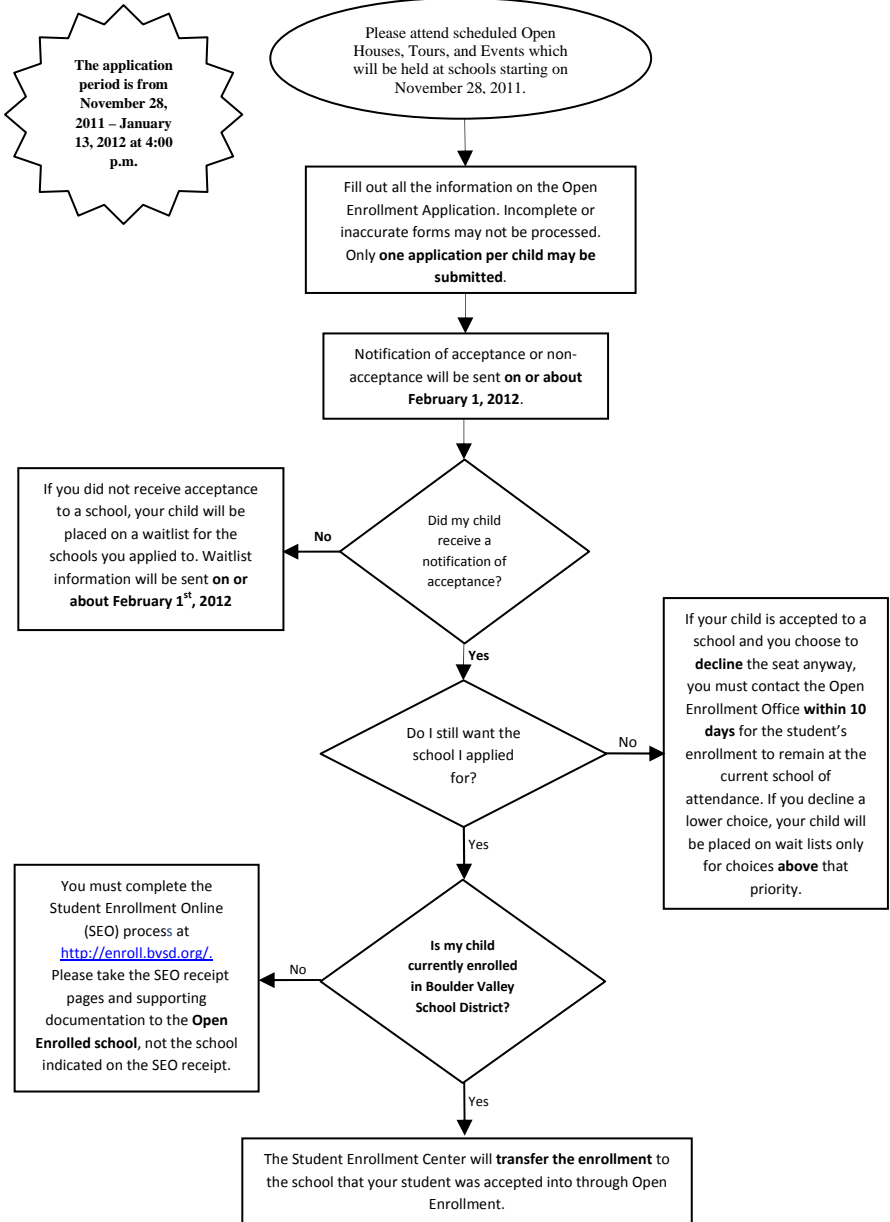


Open Enrollment in BVSD: What's New This Year?



Open Enrollment Flowchart

Please retain for future reference regarding timelines.



If a New Vista Notification of Acceptance is received, the following steps must be taken:

1. An Interview/IEP Notification form must be signed by parents/guardians and returned to New Vista High School.
2. You must also call New Vista High School in order to set up a family interview with a staff member.

If a University Hill or Pioneer Notification of Acceptance is received:

1. Native English speaking students in grades 2nd 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.

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 an 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.”

What’s New to the Open Enrollment Process This Year?

To provide better service to our families, the Open Enrollment Office has made three minor changes for the 2012-2013 Open Enrollment season beginning this November. Anticipated benefits of these changes are faster turnaround times, more complete information sooner, and a simplified efficient process.

1. BVSD will now send a “Notification of Acceptance” so parents don’t have to remember to accept a seat they applied for or risk losing it. Be sure to tell us if you want to decline a seat, if the situation has changed for your family and you would like to keep your student(s) at the current school.
2. We have eliminated the second lottery as an unnecessary step to ensure that parents will not have to wait weeks for notification about waitlist placement. Instead, after the lottery we’ll move to our waitlist period a month and a half earlier than last year. By early February we can provide a waitlist position for any student that did not get a seat in a school they applied to, so you can make school-based decisions earlier.
3. We have improved overall efficiency by removing the fourth choice. On average, only 10 seats a year district-wide fill via a fourth choice application in Open Enrollment.

Frequently Asked Questions

When can I submit an Open Enrollment Application?

- The application period is from 8:00 a.m. November 28, 2011 to January 13, 2012 at 4:00 p.m.

Can I submit the application before November 28, 2011?

- No, the online application will not be available before November 28, 2011 at 8:00 a.m.

Where can I submit the application?

- The application is available on the school district website <http://www.bvsd.org/>.

What can I do if I don’t have online access?

- 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 between November 28, 2011 - January 13, 2012.

Does it matter when I submit my application?

- No, it is a lottery process, not “first come first served”. The Open Enrollment window is from November 28 – January 13.

Can I submit one application for all the students in my family?

- No, a separate Open Enrollment application must be submitted for each student, and
- Only one application per child may be submitted. Multiple applications will be deleted.

When I complete the Open Enrollment application, what address should I use?

- You must use the address where the student currently lives and where he/she sleeps the majority of the time in the case of dual households.

Can I apply for the same grade that my student is currently attending?

- Students may not apply for the same grade that they are currently enrolled in through the Open Enrollment process,
- Nor can your student skip a grade through Open Enrollment.

When will I be notified of the acceptance?

- Notification of Acceptance or non-acceptance (from the original pool of timely applicants) will be sent on or about February 1, 2012, as well as notification of placement on a wait list if applicable.

How will I be notified if my child is accepted through Open Enrollment?

- Boulder valley School District will be sending notifications via email, to save time, paper, printing and mailing cost. Please provide a current, tested and used email address to ensure you receive communication about your application.

Am I forfeiting my seat at my neighborhood middle school if I get accepted to a middle, K-8, or multi level program?

- Yes, the selected school becomes the “school of attendance” for the highest grade at that school.

If I Open Enroll for Elementary or Middle school am I going to attend the school in the feeder system?

- No, after elementary and middle school, students attend their district designated neighborhood schools unless they Open Enroll to another middle or high school.

Do I receive preference in the feeder system (e.g., after open enrolling to Louisville Elementary I want to now Open Enroll to Louisville Middle)?

- Students do not receive preference or assurance in applying for Open Enrollment to the next school in the feeder system.

If one of my children receives a Notification of Acceptance, does this mean the others will get in automatically to the same school?

- No, if only one child receives a Notification of Acceptance and you do not decline the seat, then siblings applying for the same school will

receive a higher preference when placed on the wait list, but acceptance is not a guarantee.

Do students who have special needs receive preference in the Open Enrollment Process?

- No, approval of Open Enrollment is based on available space, at the requested school. Students will be selected by random lottery without special consideration for needs or ability.

What additional steps should be taken by parents of students who have special needs?

- Parents of students who have an active 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. The student's seat at the requested school will be held until the staffing (if needed) is completed.
- For students that need language assistance, families should contact the Language, Culture and Equity department at 720-561-5073 to determine if the Open Enrolled school can meet the student's needs.

I'm attending another school and I want to go back to my neighborhood school - what can I do?

- 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.

Can I decline the school to which I was accepted through Open Enrollment?

- Yes, 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.

If I receive a Notification of Acceptance for a lower choice, am I going to be considered for higher choices, including my first choice?

- Yes, regardless of whether you accept or decline a lower choice, your student will still be considered for any higher choices as space becomes available during the waitlist period.

If I move out of my neighborhood school's attendance area, do I need to Open Enroll to remain?

- Yes, you must Open Enroll.

What happens if I do not decline the seat?

- The Student Enrollment Center will transfer the enrollment to the school that the student was accepted into through Open Enrollment; the student forfeits his/her seat at their current BVSD school for next year, even if it is the student's designated neighborhood school.

Is it possible to be considered for a lower choice once I received my first choice?

- Once a student has been offered his/her first choice school anytime during the Open Enrollment process, even if the offer is declined, the child will not be considered for lower choices in the Open Enrollment process and will receive no further offers.

If I Open Enroll and I get accepted, am I going to receive transportation?

- Students who open enroll to a school other than their district designated neighborhood school are responsible for their own transportation.

What schools do not have an attendance area and how can I enroll into one of them?

- The following schools do not have an attendance area: Peak to Peak, University Hill, Community Montessori, High Peaks, BCSIS, Pioneer, Horizons, Summit MS, New Vista HS, Platt Choice, and Boulder Universal are charter or focus schools and do not have attendance areas. An Open Enrollment application must be submitted to pursue enrollment into one of these schools.

Will an enrollment transfer be completed if I received a Notification of Enrollment for New Vista?

- No, if a New Vista Notification of Acceptance is received the following steps must be taken:
 1. An Interview/IEP Notification form must be signed by parents/guardians and returned to New Vista High School.
 2. You must also call New Vista High School in order to set up a family interview with a staff member.

Are there any special requirements if I am applying to University Hill or Pioneer?

- Yes, Native English speaking students in grades 2nd 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.

Does BVSD offer classes Online?

- Yes, Boulder Universal is an Online public school within the Boulder Valley School District serving grades 6-12.

How can I enroll in Boulder Universal?

- You will need to submit an Open Enrollment application and also call Boulder Universal in order to set up a family interview with a staff member.

I missed the January 13, 2012 4:00 PM deadline. Can I still apply for Open Enrollment?

- Any student, who missed the January 13, 2012 4:00 p.m. on-time application deadline, may submit a late Open Enrollment application, and be added to the bottom of the waitlist for the grade and school you are requesting.

Parent Checklist

- _____ Parents/guardians should obtain information about the schools to which they are applying so that they are informed about the programs. Apply only to schools you would like your student to attend.
- _____ If your student has an IEP you are encouraged to contact the school(s) before applying, to learn whether the level of services called for in your child's IEP can be met at the school(s) you would like him/her to attend.
- _____ Read the Open Enrollment Procedures and Information located at <http://www.bvsvd.org/openenrollment/Pages/default.aspx>.
- _____ Submit a separate Open Enrollment-Online application for **each** interested student. Multiple applications for a single student will be deleted.
- _____ The address to use in the application is your current address where your student sleeps the majority of the time.
- _____ Check email for your lottery results and waitlist position on or about February 1st, 2012.
- _____ Notify the Open Enrollment Office of a decline within 10 days if you have changed your mind about attending a school.
- _____ Make transportation arrangements for Open Enrolled students. (Open Enrolled students are responsible for their own transportation.)
- _____ If the student is not currently enrolled in BVSD, you must complete the Student Enrollment Online (SEO) process at <http://enroll.bvsvd.org/>. Please take the SEO receipt pages and supporting documentation to the Open Enrolled school, not the school indicated on the SEO receipt.
- _____ For an Open Enrolled student requesting a transfer to a different school, including returning to his/her designated neighborhood school, another Open Enrollment application must be submitted during the Open Enrollment period for the following year and approval will be granted if there is space available.
- _____ Upon Notification of Acceptance into the Open Enrolled School, an enrollment transfer will be completed for current BVSD students. Proof of address may be required.



BVSD Open Enrollment Office

**6500 Arapahoe Ave
Boulder, CO 803032**

**Phone (720) 561-5900
Fax (720) 561-5538**

<http://www.bvsd.org/openenrollment>