Washington County School District
121 West Tabernacle Street
Saint George, Utah 84770
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District Policy 2920

Student Enrollment

Enrollment-Washington County School District-Adopted 11-9-99; Revised 4-8-01; Revised 6-10-03; Revised 2-8-05; Revised 3-21-06; approved 9-12-06; Revised 1-15-08; Revised 2-28-08; Approved 3-18-08; Revised 12-9-08; Approved 1-14-14, Revised 2-9-16; Revised 8-12-24; Revised 10-13-25; Revised 8-10-26

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1. Purpose:

The Washington County Board of Education desires to provide enrollment options that meet the diverse needs and interests of students throughout the District. This policy establishes procedures for the enrollment and transfer of students among District schools, procedures for kindergarten/elementary enrollment, and registration procedures for out-of-district students, including foreign students.

2. Policy:

Each student shall attend the school designated according to his or her primary residence. Choice is available to District and Utah out-of-district students within the procedures established by the Utah Code and State Board of Education. Kindergarten enrollment will follow rules established by the Utah Code. Out-of-state residents, including foreign students other than exchange students, shall pay tuition as established the by WCSD Board of Education.

3. Definitions:

3.1. "Resident Student": A minor child is considered a resident of the WCSD when:

3.1.1. the parent or legal guardian is domiciled within the School District boundaries; or

3.1.2. the child resides in WCSD while in the custody or under the supervision of a Utah State agency, or other public or private agency authorized by the State of Utah as legal custodian; or

3.1.3. while living with a responsible adult resident of the District, and the Board of Education has determined, in accordance with policies of the State Board of Education, that the child's physical, mental, moral, or emotional health is best served by considering the child to be a

resident for school purposes; or

3.1.4. if the child is an emancipated minor domiciled within the School District boundaries; or

3.1.5. if a student has attended a high school in Washington County, and the student's parent or guardian moves outside that school's attendance boundary, but still within the District, the student may complete high school at the previous school, subject to the conditions stated in 7.2.4.; or

3.1.6. if a student changes his or her place of residence within the District during the school year, the student shall have the option of remaining in the school where he/she was originally registered for the remainder of that school year or of moving to the school assigned to the new attendance area, without the need to comply with the application requirements of this policy, subject to the provisions outlined in 7.2.4.

3.2. "Responsible Adult": An adult resident of Washington County designated by parent(s) or a guardian who is not a resident of the District, but is a resident of the State of Utah, to act in behalf of the parent. Such designation is required before non-resident students are permitted to enroll. The procedures for designating a Responsible Adult are set by the Washington County School District.

3.3. "Legal guardianship": If guardianship of a minor child is awarded to a resident of the District by action of a court, the child becomes a resident of the District.

3.4. "Full-time Student": A full-time student is a student who is enrolled in at least half of the class periods offered at their school of enrollment, or at least half of a school day for schools that do not use class periods. A senior who is on-track for graduation is considered full-time if they are enrolled in classes to finish graduation requirements.

3.4.1. Parent approved ed-released periods count as periods of enrollment. Examples of these classes include, but are not limited to, accredited on-line classes, college release classes, seminary, internships, etc.

3.4.2. Students who do not meet these enrollment requirements will be considered "part-time" students.

3.5. "Boundary Waiver": An allowance for a resident student to attend a school other than the student's boundary school, or for a non-resident student to attend a school in WCSD boundaries. This is not the same as Open Enrollment as defined in Utah Code §53G-6-401.

3.6. “Boundary School”: The school within the boundaries of the student's primary residence.

3.7. "Enrollment Committee": A three person committee to determine eligibility for secondary boundary waivers and enrollment issues. Elementary boundary waivers will run through the schools, but may be forwarded to the Enrollment Committee. It is headed by the Director of Student Services and filled by the Assistant Superintendent of Secondary Education or designee and the Assistant Superintendent of Elementary Education or designee.

4. Registration Procedures

4.1. The District requires the following documents and information be provided to the school during registration:

4.1.1. Immunization Record: Students shall provide an accurate and complete immunization record or immunization exemption. Some latitude is provided if shot sequence is begun (see WCSD policy 2330 and Utah Code §53G-9-3). Students not in compliance shall be provided a five-day notice of intent to exclude. Un-enrollment shall occur if the student is not in compliance. (Utah Code §53G-9-308)

4.1.2. Birth Certificate: A birth certificate, or other reliable proof of the student's identity and age together with an affidavit (a statement made under oath and notarized) explaining why the birth certificate cannot be provided must be provided. Parents have until thirty days after enrollment to produce the certificate. A copy of the birth certificate will be placed in the student's cumulative file.

4.1.3. Proof of Residency: (Utah Code §53G-6-302) Each student's address shall be verified with two (2) artifacts of appropriate documentation at the school to determine that the primary residence is within the school's boundary. For the purposes of determining the place of residence of a student, "residence" means the primary and permanent living place of the student's parent(s)/legal guardian(s) even though the student or family may temporarily reside elsewhere. Temporary, vacation, and secondary rented homes, apartments, or other dwellings shall not be considered for the purposes of student residency.

4.1.3.1. Examples of appropriate documentation could include TWO of the following; driver's license, mortgage statement, rental contract, recent (60 days) utility bill, etc. Schools may determine additional appropriate documentation. (Here are examples of appropriate documentation.)

4.1.3.2. The following documents DO NOT establish residency:

4.1.3.2.1. Power of attorney

4.1.3.2.2. Letters from friends or relatives

4.1.3.2.3. PO Box in school boundaries

4.1.3.2.4. property owned in school boundary

4.1.3.3. Providing false or misleading information regarding residency will result in the student being un-enrolled from any out of boundary school and will only allow enrollment in their boundary school.

4.1.3.3.1. If it is discovered that any parent(s)/guardian(s)/caregiver or student has provided incorrect, inaccurate, incomplete, or false information in regards to any aspect of enrollment on behalf of a student, that student is subject to immediate ineligibility for UHSAA competition at any level in any sport in WCSD for a period of up to 12 months from the date the determination was made that incorrect, inaccurate, incomplete or false information was provided.

4.1.3.3.2. If it is discovered that persons associated with the student or the school (coaches, teachers, parent(s)/guardian(s)/caregiver, friends, etc.) provided incorrect, inaccurate, incomplete or false information in order to fraudulently gain favorable eligibility status for a student, that student is subject to immediate ineligibility for competition in any WCSD school at any level in any sport for a period of up to 12 calendar months from the determination that incorrect, inaccurate, incomplete, or false information was provided whether the student was aware of the fraudulent information or not.

4.1.4. Unless required as part of an IEP, twelfth grade students who do not graduate with their class shall not be allowed to enroll again the following year in a regular high school. These students must consider other alternatives to complete their high school education such as: adult education diploma, GED testing, college credit, independent study, and so forth.

4.1.5. Youth-in-custody or similarly designated students: Prior to registration, the responsible agency shall provide current assessment information, social history, academic records, medical history, indicators or danger to self or others, gang or other criminal involvement, etc. Such students and an official representative of the custodial agency, if one is involved, shall make an appointment and meet personally with local school administration prior to the registration process to determine his/her best educational placement. The request for admission shall be approved providing the student has not been expelled from his/her previous school.

5. Kindergarten/Elementary Enrollment

5.1. In each school district, the public schools shall be free to children between the ages of six and eighteen years who are residents of said District and, also, to persons over 18 who are domiciled in the State of Utah and have not completed high school and are taking courses directly related to earning a diploma. (Utah Code §53G-7-502)

5.2. Entry into Washington County District schools shall be determined by chronological age. Children who are five (5) years of age before the 2nd day of September of a given school year, will be enrolled in kindergarten.

5.3. In rare circumstances, and when agreed upon by the teachers, principal, parents, and a WCSD student services representative, a child may be placed in an advanced grade, bypassing further participation in kindergarten. This decision may only be made after the school has had sufficient time—determined by the principal—to assess the student's social, emotional, and physical well-being, as well as academic performance. See also District Policy 4800.

5.4. Children who have not completed an accredited kindergarten program may enroll in first grade provided they have reached the age of six (6) before the 2nd day of September.

5.5. Students entering kindergarten must show a certified copy of a birth certificate, or other reliable proof of the student's identity and age together with an affidavit (a statement made under oath and notarized) explaining why the birth certificate cannot be provided. Parents have until thirty days after enrollment to produce the certificate. A copy of the birth certificate will be placed in the student's cumulative file.

5.6. All school-aged children are required to be toilet-trained. Exceptions may be made for students whose toileting needs are addressed through an IEP or Section 504 plan. (R277-631)

6. Enrollment of non-resident students

6.1. Parent/Legal Guardians ARE residents of the State of Utah:

6.1.1. A student seeking enrollment in the District while living with an adult (not their parent or legal guardian) whose parents, either of which, are residents of the State of Utah must obtain a Washington County School District Certificate of Designation of Responsible Adult prior to enrollment. The proposed designated responsible adult must be a resident of the District.

6.1.2. The student must attend the boundary school of the designated responsible adult.

6.2. Parent/Legal Guardians ARE NOT residents of the State of Utah:

6.2.1. A student seeking enrollment in the District while living with an adult (not their parent or legal guardian) whose parents are not residents of the State of Utah must be assigned a legal guardian by a court with appropriate jurisdiction prior to enrollment. The proposed legal guardian must be a resident of the District.

6.2.2. The student must attend the boundary school of the appointed legal guardian.

7. Attending School Out of Boundary

There are two ways students can attempt to enroll at a school outside of their residence boundaries - Open Enrollment, as outlined in Utah Code §53G-6-4 and the WCSD Boundary Waiver.

7.1. Open Enrollment

7.1.1. WCSD will follow the procedures outlined in Utah Code §53G-6-4 and Board Rule 277-437.

7.1.1.1. Early Open Enrollment applications may be submitted from Nov. 15 through the first Friday in February by those seeking admission during the early enrollment period for the following year. (Utah Code §53G-6-402)

7.1.1.2. Upon receiving the application the principal or designee shall assign the application a number to be used in a lottery in the event that the number of applications exceeds the available slots.

7.1.1.3. Early open enrollment applications are not considered on a first come, first served basis. All applications are considered at the close of the early open enrollment period.

7.1.1.4. If at the close of the early open enrollment period the number of applications is equal to or less than the available slots the principal shall review the applications and notify the parent of the acceptance or rejection of the request no later than March 31.

7.1.1.5. If the number of requests exceeds the number of available slots, student applications shall be selected on a random basis except that a school may exclude

requests that would exceed the capacity of a particular grade level or class. The school may give preference to siblings of students presently enrolled in the school. Preference is given to District residents over non-district residents.

7.1.1.6. The lottery and notification to parents must be accomplished before March 31.

7.1.1.7. The applications of eligible students that were not selected during the early open enrollment lottery will automatically be given priority selection during the late open enrollment process without submitting an additional application.

7.1.1.8. Once approved, a student and their parent (guardian) must indicate their acceptance of the open enrollment slot by submitting a signed letter of commitment to the school. The letter of commitment shall reiterate the conditions for continued enrollment. The letter of commitment shall also indicate that by accepting the open enrollment slot, the student is committed to attending that school for the next school year. The student may not attend any other school in the Washington County School District for that school year.

7.2. WCSD Boundary Waiver

7.2.1. To promote stability and predictability of attendance numbers, it is preferred that each student in the District attend the school designated by his or her place of residence. Notwithstanding that preference, students who reside within the District may apply for a boundary waiver to attend any other school within the District other than their designated school of residence subject to the following conditions:

7.2.1.1. The capacity of the program, class, grade level, or school building. District administration will consider staffing numbers when determining capacity.

7.2.1.1.1. Students may not enroll in an in-person program or class at another school if that in-person program or class is offered at their current school.

7.2.1.2. Maintenance of heterogeneous student populations if necessary to avoid violation of constitutional or statutory rights of students

7.2.1.3. School of residence not offering a program the student requires for graduation; and

7.2.1.4. Willingness of the student to comply with District/school policies.

7.2.1.5. Elementary Boundary Waiver decisions are made at the requested school level. Secondary Boundary Waiver decisions are made by the Enrollment Committee with input from building principals and may be made in consultation with the Superintendent or designee.

7.2.1.6. The School Board, superintendent, or designee may suspend acceptance of boundary waiver applications at any time at any school.

7.2.2. Transfer applications for a current school year (i.e., changing schools after the year has begun) are considered based on factors such as: program availability, space, effect on the sending and receiving school/classroom, and the level of disruption the transfer presents to the

student, classroom, and teachers involved.

7.2.3. In cases where a transfer application is submitted based on an anticipated move into a new attendance area in the future, the Enrollment Committee may require the applicant to provide evidence that such a move is imminent.

7.2.4. If a transfer is granted, the following conditions apply:

7.2.4.1. A student attending a school outside of the school of residence must remain in good standing. Every effort should be made on the student's part to have acceptable behavior, attendance, and grades. This includes having passing grades, no disruptive behaviors to include but not be limited to suspension or expulsion, and consistent attendance. If not, the student will return to the school of residence.

7.2.4.2. Other expectations of a student attending a school outside of the school of residence may also be set by the Enrollment Committee and the school principal. (See WCSD Form 925 Boundary Waiver Application.)

7.2.4.3. Transportation to the school is the responsibility of the parent/guardian. No buses are provided for students attending a school on a boundary waiver.

7.2.4.4. Transfer approval is granted on an individual student basis. There is no enrollment guarantee for siblings, neighbors, or friends.

7.2.4.5. In secondary schools the approved boundary waiver allows a "point of entry" for the cone site grades 6-12.

7.2.4.6. In the elementary schools, the approved application is for the current grade (school year) only. The parent/legal guardian must re-apply for subsequent years.

7.2.4.7. A transfer may adversely affect the student's eligibility to participate in activities sanctioned by the Utah High School Activities Association. It is the responsibility of the parent and the student to ensure that the student is eligible under UHSAA rules before trying out, participating in a practice, or participating in a UHSAA sanctioned activity.

7.2.4.7.1. If it is discovered that any parent(s)/guardian(s)/caregiver or student has provided incorrect, inaccurate, incomplete, or false information in regards to any aspect of enrollment status on behalf of a student, that student is subject to immediate ineligibility for UHSAA competition at any level in any sport in WCSD for a period of up to 12 months from the date the determination was made that incorrect, inaccurate, incomplete or false information was provided.

7.2.4.7.2. If it is discovered that persons associated with the student or the school (coaches, teachers, parent(s)/guardian(s)/caregiver, friends, etc.) provided incorrect, inaccurate, incomplete or false information in order to fraudulently gain favorable eligibility status for a student, that student is subject to immediate ineligibility for competition in any WCSD school at any level in any sport for a period of up to 12 calendar months from the determination that incorrect, inaccurate, incomplete, or false information was provided whether the student was aware of the fraudulent information or not.

7.2.5. Boundary Waiver Procedures:

7.2.5.1. WCSD Form 925 Boundary Waiver Application should be returned to the office of the Director of Student Services. The completed application is reviewed by the Enrollment Committee. The Enrollment Committee shall consult with both the principal of the requested school and with the principal of the school of residence to assist in evaluating the application. The Enrollment Committee and/or the principal(s) may request a meeting with the parent and student to gather more information relative to the request for transfer. Providing false information will result in the denial of the application and will require the student to return to their boundary school.

7.2.5.2. The Enrollment Committee may deny applications from students for a number of reasons, including but not limited to adversely affecting pupil-teacher ratios in the requested grade, class, program, or track, serious behavioral issues or chronic misbehavior, disruption to school operations, or the creating of unreasonable burdens on the school staff. The Enrollment Committee or principal may allow for provisional enrollment of the student, establishing conditions under which enrollment would be permitted or continued.

7.2.6. No recruiting of students from one school to another shall be permitted under any circumstances. Enrollment must be in compliance with policies established by the Utah State Board of Education in consultation with the Utah High School Activities Association.

7.2.6.1. If it is discovered that any parent(s)/guardian(s)/caregiver or student has provided incorrect, inaccurate, incomplete, or false information in regards to any aspect of enrollment status on behalf of a student, that student is subject to immediate ineligibility for UHSAA competition at any level in any sport in WCSD for a period of up to 12 months from the date the determination was made that incorrect, inaccurate, incomplete or false information was provided.

7.2.6.2. If it is discovered that persons associated with the student or the school (coaches, teachers, parent(s)/guardian(s)/caregiver, friends, etc.) provided incorrect, inaccurate, incomplete or false information in order to fraudulently gain favorable eligibility status for a student, that student is subject to immediate ineligibility for competition in any WCSD school at any level in any sport for a period of up to 12 calendar months from the determination that incorrect, inaccurate, incomplete, or false information was provided whether the student was aware of the fraudulent information or not.

7.2.7. A student whose parent(s) is at least a half-time employee of the District shall have the option to attend either the school located in his or her boundary or any school within the same cone site where his or her parent(s) is assigned, provided that the parent(s) resides within the District boundaries. (Subject to the provision of 7.2.5.3.). A student attending a school outside of his or her residence must remain in good standing. This includes having passing grades, no disruptive behaviors to include but not be limited to suspension or expulsion and consistent attendance. If not, the student will return to the school of residence. (See Boundary Waiver Application.)

7.2.7.1. Non-school facilities will be considered within the cone site where it resides. For example: District Office = Dixie Cone Site; Professional Development Building = Snow Canyon

Cone Site; Technology = Dixie Cone Site; Maintenance and Transportation = Desert Hills Cone Site

7.2.7.2. The Board, Superintendent, or designee may limit the use of this employee option. This option may also be limited by a “closed school” designation, unless the student has already enrolled at the school.

8. Foreign Exchange Students (6-10-03, Updated 01-09-16, Updated 10-13-25)

8.1. The primary purpose of the enrollment of foreign students is to improve the students' knowledge of American culture through participation in school, family and community. All students benefit by enhancing their social, ethnic and global awareness.

8.2. Policy: Because Federal immigration laws do not authorize foreign students in the United States on short-term tourist visas to enroll in public school, students with an F-1 visa may not enroll or attend WCSD schools. All foreign students must be approved for enrollment through the Washington County School District Office. The District will determine annually how many foreign exchange students may be accepted in grades 10-12, based upon the availability of space and district resources. Students may not be placed at a high school which has reached its enrollment capacity. Any student with a criminal history or previous expulsion will not be accepted.

8.2.1. Completed applications for J-1 exchange students may be submitted beginning April 1st to the Washington County School District (WCSD)Department of Student Services. Incomplete applications will be discarded. Foreign Exchange students cannot be placed after the June 15th deadline.

8.2.2. The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 limits foreign student's attendance to a cumulative total of 12 months in public secondary schools (grades 10-12). Foreign students may attend only one year studying in high schools within the United States, and not less than one full semester in WCSD. Students should be 17 years or younger as of September 1 of the year they intend to enroll in WCSD.

8.2.3. In order to facilitate proper grade placement, records must include an official transcript, including all courses completed and grades earned. Students who have graduated from secondary school in their home country, or whose class has graduated, will not be placed, regardless of age. In addition, recommendation letters from previous teachers and/or principal are required.

8.2.4. The Federal Government, State Board of Education and Washington County School District expect all foreign students to be proficient and fluent in the English language. A reliable record of English language proficiency, such as: English oral, reading and writing proficiency on a standardized English test; grades from an English class on an official transcript; or a letter of recommendation from an English teacher or private English instructor MUST be provided prior to approval.

8.2.5. When the student arrives in the United States, additional documentation must be provided to the Office of Student Service, including: the provision of a passport, health/immunization records; a tuberculin (TB) skin test (which must be taken in the United States); and proof of major medical insurance coverage.

8.3. Specific School Enrollment Information:

8.3.1. Students shall be responsible for appropriate school fees and participation charges and are not eligible for fee waivers.

8.3.2. Students are not eligible for English as a Second Language (ESL), special education programs, or remedial programs.

8.3.3. Students are expected to carry a full load of grade level CORE courses in a brick-and-mortar high school (no online courses), and are expected to maintain at least a 2.0 GPA. If tutoring is required to help a student succeed, any costs are the responsibility of the host family or agency. Those not meeting these expectations will be referred back to the sponsoring agency or individual to return home.

8.3.4. Foreign exchange students may earn a certificate of completion indicating courses taken.

8.3.5. Students shall not be allowed to enroll in Driver Education.

8.3.6. Foreign exchange students involved in Utah High School Activities Association sanctioned events must meet all UHSAA eligibility requirements.

8.4. Foreign Exchange Students J-1 status: The Exchange Visitor (J) non- immigrant visa category is for individuals approved to participate in work- and study-based exchange visitor programs. State funding for J-1 foreign exchange students is limited. The quota or allocation of J-1 students per district is set by the Utah State Office of Education (USOE) by April 1. WCSD may transfer "slots" to other public school districts/charters for any reason.

8.5. Foreign exchange students will be considered for enrollment in the Washington County School District (WCSD) only if the student can be included in the appropriate reporting for regular funding from the state (Utah Code §53G-6-707). Washington County School District reserves the right to deny enrollment of foreign exchange students that do not qualify for state money.

8.6. An exchange student organization/agency must be approved by the Council on Standards for International Educational Travel (CSIET), and the local Washington County Board of Education. The agency must provide:

8.6.1. Sworn affidavit of compliance prior to the beginning of each school year to the WCSD Office of Student Services;

8.6.2. Documentation that all the assurances per Utah Code §53G-6-707 are in compliance. Complete and submit form: J-1 Foreign Student Exchange Agency Assurance.

8.6.3. Submission of an application does not guarantee school placement. Each student's placement will be determined through the WCSD Office of Student Services. No more than two students per agency will be placed at any one individual high school. One agency may not occupy more than one-half of the allocated openings; however, consideration may be given if the openings are not filled by June 1st.

9. Homeless Students (10-13-25)

9.1. The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth who are:

9.1.1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);

9.1.2. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;

9.1.3. Living in emergency or transitional shelters;

9.1.4. Abandoned in hospitals; or

9.1.5. Unaccompanied youth.

9.1.6. Children and youth who have a primary night-time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

9.1.7. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

9.1.8. Migratory children who qualify as homeless because they are living in circumstances described above.

9.2. A school selected on the basis of a "best interest determination" must immediately enroll the homeless child or youth, even if the child or youth is unable to produce the records normally required for enrollment (such as previous academic records, medical records, proof of residency, birth certificates, or other documentation). The enrolling school must immediately contact the school last attended by the child or youth to obtain relevant academic or other records.

9.3. In determining what is a child or youth's best interest, an LEA must, to the extent feasible, keep a homeless child or youth in the school of origin, unless doing so is contrary to the wishes of the child or youth's parent or guardian. If a state receives funds under the McKinney-Vento program, every district in that state-whether or not it receives a McKinney-Vento subgrant from its SEA-is prohibited from segregating homeless students in separate schools or in separate programs within schools, based on the child's or youth's status as homeless.

9.4. Students who meet the requirement of being homeless under the McKinney-Vento Homeless Act will have 30 days to meet the immunization requirements. (3-21-06)

9.5. If a child or youth needs to obtain immunizations, or medical or immunization records, the enrolling school must immediately refer the parent or guardian to the LEA homeless liaison, who must assist in obtaining the immunizations or records. The records must be maintained so that they are available in a timely fashion when the child enters a new school or school district. To facilitate immediate enrollment, timely transfer of records from school-to-school should also take into account procedures for state-to-state record transfers.

9.6. If a dispute regarding a homeless child's education rights occurs, every effort will be made to resolve the complaint or dispute at the local level before it is brought to the Utah State Board of

Education. It is the responsibility of the personnel in the school or District of residence to inform the complainant of Complaint Resolution Procedures.

9.6.1. If a question concerning the education of homeless child/youth arises, the first person to be contacted in the School District is the At-Risk Coordinator (Homeless Liaison).

9.6.2. The At-Risk Coordinator (Homeless Liaison) will inform the family that they may seek legal or advocacy service if they deem it necessary. The parent/guardian may bring an advocate to the meeting.

9.6.3. The complaint will be discussed with the At-Risk Coordinator (Homeless Liaison). If the At-Risk Coordinator believes the complaint is justified, the complainant shall present it in writing and discuss it again with the At-Risk Coordinator (Homeless Liaison). Included in the complaint should be:

9.6.3.1. a description of the complaint.

9.6.3.2. the name(s) and age(s) of the children involved.

9.6.3.3. the name(s) of involved School District personnel and the district they represent a description of attempts that were made to solve the issue at the local level.

9.6.4. The At-Risk Coordinator (Homeless Liaison) will present the proposed resolution or plan of action to the complainant and the District Superintendent within five working days from the date of the written complaint.

9.6.5. If the complaint is not resolved at this level within five working days, it may again be presented to the District Superintendent. Within ten days the Superintendent shall provide the complainant with a written decision.

9.6.6. If the complaint is not resolved in a satisfactory manner at the local level, the complaint may be brought to the State Board of Education. Complaints made under this process must be made in writing and signed by the complainant. The local At-Risk Coordinator (Homeless Liaison) shall assist the complainant in compiling necessary documentation. Include all written correspondence and address the complaint to: State Homeless Coordinator Utah State Board of Education, 250 East 500 South, P.O. Box 144200, Salt Lake City, UT 84114-4200.

9.6.7. The State Homeless Coordinator will inform the School District of the complaint. The coordinator will gather needed information from statements of the parties involved and may conduct an independent investigation through an on-site visit if necessary.

9.6.8. Within 30-days after receiving a complaint, the coordinator with the Director of Education Equity and Director of the Section for School Law will resolve the complaint and inform interest parties, in writing, of the decision. All efforts will be made to resolve the complaint in the shortest time possible.

9.6.9. If the complainant disagrees with the decision, the complainant shall be advised of this/her option to file a complaint with the Office for Civil Rights.

9.7. Homeless Student Appeal process. Students who feel that there are extenuating circumstances which should be considered are invited to request, in writing, a review of those extenuating circumstances. Requests explaining the circumstances should be signed by the student, the parent or guardian, and delivered to the School District Office. All written appeals will be considered by the School District Superintendent as designee of the Board, and her/his decision will be final.

Boundary Waiver Application

Boundary Waiver Application - Spanish

Open Enrollment Application