



Title: **Assignment of Students**

Code: JFB

Section: Section J: Students

Attendance areas

Resident students will attend the District school determined by their residence unless a request to attend another school or program is approved. No student will be enrolled in a school or program outside the attendance area without prior approval in accordance with the regulations set forth in administrative policy JFAA and JFB R. Registration in a non-neighborhood requested school will not be permitted until approved by Central Registry and the receiving school's principal.

Resident students will be offered educational services at their neighborhood school as defined by the District's attendance area boundaries with the following exceptions:

1. The student's application for open enrollment during the choice process has been granted;
2. The student's request for administrative transfer has been granted; or
3. The school or the class, grade level, or program within the school within the student's area of attendance is closed.

Projections for accommodating future resident students shall be considered in determining whether a school is closed to additional students.

Resident students may also apply for enrollment at programs or schools outside the District under Colorado's Public Schools of Choice Act.

Non-resident students from other school districts within the state who are accepted pursuant to the regulations in JFB R may enroll in particular programs or schools within the District on a space available basis without payment of tuition, except as otherwise provided by law. See administrative policy JFAA for additional details.

Per C.R.S. 22-36-101, in providing admission to non-resident students, the school district shall not:

- Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.
- Establish and offer any particular program in a school if such program is not currently offered in such school.
- Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites and required levels of performance.

- Enroll any non-resident student in any program or school after the pupil enrollment count day of October 1, unless approved by the superintendent or designee. Non-resident students who are enrolled after October 1 will be subject to the requirements and criteria of the District's current choice policy and process.

Before considering requests for admission from non-residents, priority shall be given to resident students.

Per C.R.S. 22-36-101, the grounds for denying requests for non-resident choice and open enrollment include:

- a. There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for admission to the program or school.
- b. The school requested does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student or does not offer the particular program requested.
- c. The student does not meet the established eligibility criteria for participating in a particular program including age requirements, course prerequisites and required levels of performance.
- d. A desegregation plan is in effect for the school district, and denial is necessary in order to enable compliance with the desegregation plan.
- e. The student has been expelled from any school district in the preceding 12 months or is in the process of being expelled.
- f. The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.

Choice Enrollment

During the choice window, resident students and non-resident students from other Colorado school districts may, upon submission and approval of the proper application, enroll to attend at the start of the following school year a District program or school outside their assigned area of attendance. Non-resident choice students are required to reapply when moving from one educational level to the next (e.g. from elementary school to middle school or from middle school to high school).

Choice status for each non-resident choice and open enroll (resident non-neighborhood) student is reviewed on an annual basis. Per C.R.S. 22-36-101, choice enrollment may be revoked or denied based upon the following grounds:

- a. There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for admission to the program or school.
- b. The school requested does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student or does not offer the particular program requested.
- c. The student does not meet the established eligibility criteria for participating in a particular program including age requirements, course prerequisites and required levels of performance.

- d. A desegregation plan is in effect for the school district, and denial is necessary in order to enable compliance with the desegregation plan.
- e. The student has been expelled from any school district in the preceding 12 months or is in the process of being expelled.
- f. The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.

Athletic/activity eligibility of students who are granted non-resident choice or open enroll (resident non-neighborhood) status at the high school level will be determined in accordance with the rules and regulations of the District, Colorado High School Activities Association, and state law.

In special circumstances, such as those involving foreign exchange students, a student whose parents or legally appointed guardian reside outside Colorado may enroll in a school in the District upon approval of the superintendent or designee.

Military Children

To apply for enrollment in a District school or program, the District will allow an inbound active duty military member to use the School Liaison Officer's address for the military installation to which the inbound active duty military member is or will be assigned via orders (e.g. USAFA School Liaison Office, Fort Carson Liaison Office, etc.). No additional documentation of an inbound active-duty military member's student's state address will be required to apply for enrollment.

The District school or program in which the child of an inbound active duty military member is enrolled will grant guaranteed automatic matriculation while the child remains in the District, including guaranteed automatic matriculation to the next grade, even if the next grade is in a different school level or building, in the same manner guaranteed automatic matriculation is provided to resident students. The District will also grant priority preference for the younger siblings of the child of an inbound active duty military member who is enrolled for purposes of enrolling in subsequent school years.

Administrative Transfers

Students who wish to change schools because of special or unusual circumstances may apply for an administrative transfer, in accordance with administrative policy JECC and procedure JFB R. Transfers will be considered only when the move is for educational programming needs or safety reasons. In addition, transfers may be initiated by the superintendent or designee. Transfer requests must be approved by both the sending and receiving principals.

Administrative transfer status for each approved student is reviewed on an annual basis. Per C.R.S. 22-36-101, administrative transfer enrollment may be revoked or denied based upon the following grounds:

- a. There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for admission to the program or school.
- b. The school requested does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student or does not offer the particular program requested.
- c. The student does not meet the established eligibility criteria for participating in a particular program including age requirements, course prerequisites and required levels of performance.

- d. A desegregation plan is in effect for the school district, and denial is necessary in order to enable compliance with the desegregation plan.
- e. The student has been expelled from any school district in the preceding 12 months or is in the process of being expelled.
- f. The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.

Overflow

When the class, grade level, program, or school in the student's neighborhood school is full and the class, grade level, program or school is declared "closed," the student will be overflowed to a designated school as outlined in the accompanying administrative procedure JFB R. The District will provide transportation status for students on overflow status, as outlined in JFB R.

Admission Criteria

When the number of resident or non-resident Choice applicants exceeds the number of available seats in a class, grade level, program, or school, the District will apply the following priority categories when determining admission order:

- Priority 0 – Return to Neighborhood School
- Priority 1 – In-District, Employee, Sibling Attending Choice School
- Priority 2 – In-District, Employee, No Sibling Attending Choice School
- Priority 3 – In-District, Sibling Attending Choice School
- Priority 4 – In-District, No Sibling Attending Choice School
- Priority 5 – Out-of-District, Employee, Renew with Sibling Attending Choice School
- Priority 6 – Out-of-District, Employee, Renew No Sibling Attending Choice School
- Priority 7 – Out-of-District, Employee, New with Sibling Attending Choice School
- Priority 8 – Out-of-District, Employee, New No Sibling Attending Choice School
- Priority 9 – Out-of-District, Renew with Sibling Attending Choice School
- Priority 10 – Out-of-District, Renew No Sibling Attending Choice School
- Priority 11 – Out-of-District, New with Sibling Attending Choice School
- Priority 12 – Out-of-District, New No Sibling Attending Choice School

Non-resident students will be considered for District schools when the building principal has declared that sufficient space is available at the school, class, grade level, or program and in accordance with Colorado law. If a school, class, grade level, or program is declared "open" to non-resident students, students of District staff members with a half-time or greater position will be given priority for admission before other non-resident applicants, if more students apply than there are slots available. All non-resident choice students are required to reapply when moving from one educational level to the next (e.g. from elementary school to middle school or from middle school to high school) including Administrative Transfer students, former resident students who no longer live within District boundaries, etc.

A choice enrollment or transfer granted to one student in a family will not necessarily support the choice enrollment or transfer of another student in the family, except that priority preference is granted for a younger sibling of a student of an inbound active-duty service member.

Per C.R.S. 22-36-101, the grounds for denying requests for non-resident choice and open enrollment include:

- a. There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for admission to the program or school.
- b. The school requested does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student or does not offer the particular program requested.
- c. The student does not meet the established eligibility criteria for participating in a particular program including age requirements, course prerequisites and required levels of performance.
- d. A desegregation plan is in effect for the school district, and denial is necessary in order to enable compliance with the desegregation plan.
- e. The student has been expelled from any school district in the preceding 12 months or is in the process of being expelled.
- f. The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.

Students with special program needs will be served at the location that operates the appropriate program.

Nothing in administrative policy JFB or procedure JFB R is intended to limit the District's authority to assign a student to a school other than in the student's normal attendance area when circumstances so require.

Transportation

Transportation for students granted permission to attend school outside their attendance area must be furnished by their parent/guardians unless space is available on District buses without disruption of regular routes and loading areas. Fees may apply. Students experiencing homelessness and students with disabilities shall be transported, as necessary, in accordance with state and federal law.

Transportation for students granted permission to enroll pursuant to this policy shall be furnished by their parents/guardians to a designated vehicle stop within the District, only if arrangements can be made to have the student ride on a District bus without disruption of regular routes and loading areas (not including special education buses and routes). Fees may apply.

Nondiscrimination

The Board, the superintendent, other administrators, and District staff members will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy.

Students in Special Education

Requests from the parents/guardians of students in special education for enrollment or transfer to another school or program will be considered in accordance with applicable state and federal laws. Once enrolled, the student's Individualized Education Program (IEP) team will determine if the requested school or program meets the student's needs.

Adopted/Approved: April 6, 1995

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March 4, 1999

June 5, 2003

October 12, 2005

December 16, 2016

November 30, 2020

October 11, 2021

July 1, 2023

December 15, 2025

April 13, 2026

Legal Refs:

C.R.S. § 15-14-105 (delegation of custodial power)

C.R.S. § 19-1-115.5 (child in foster care placement is considered resident of school district in which foster home is located)

C.R.S. § 22-1-102(2) (definition of resident of district)

C.R.S. § 22-20-106 (designation of general and special education responsibilities for students with disabilities)

C.R.S. § 22-20-107.5 (defining district of residence for students with disabilities)

C.R.S. § 22-20-109 (tuition for special education services)

C.R.S. § 22-32-109 (1)(II) (Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)

C.R.S. 22-32-110 (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)

C.R.S. § 22-32-110 (1)(m) (power to fix boundaries)

C.R.S. § 22-32-113 (1)(c) (transportation of students residing in another district)

C.R.S. § 22-32-115 (district may pay tuition for student to attend in another district not to exceed 120% of per pupil general fund cost))

C.R.S. § 22-32-115 (2)(b) (subject to 22-36-101 district must permit any student whose parents/guardians are residents of Colorado to attend without payment of tuition)

C.R.S. § 22-32-115 (4)(a) (district is not liable for tuition except pursuant to written agreement)

C.R.S. § 22-32-116 (if become non-resident may finish semester, if in 12th grade may finish year, special rules for elementary students)

C.R.S. § 22-33-103 (any resident may attend district school without payment of tuition, tuition can be paid by district of residence pursuant to written agreement, parent/guardians may pay tuition if non-Colorado resident)

C.R.S. § 22-33-106 (3) (grounds to deny admission)

C.R.S. § 22-36-101 et seq. (open enrollment policy must have timeline and reasons to deny enrollment)

C.R.S. § 22-36-107 (inbound active duty military families open enrollment and registration)

C.R.S. § 22-54-103 (10.5) (definition of pupil enrollment count day)

1 CCR 301-8, Rules 4.03 and 8.07 (prohibiting administrative units from inquiring about a transferring child's IEP or disability status until after the child has been admitted)

Cross Refs:

EEA, Student Transportation

JC, School Attendance Areas

JEB, School Entrance Age Requirements

JECC, Administrative Transfer of Students

JFAA, Admission of Students

JECC, Administrative Transfer of Students

JFABD, Homeless Students

JFABE, Students in Foster Care

JKD/JKE, Student Suspension/Expulsion/Denial of Admission

EL 2.1. Treatment of Students

EL 2.9, Communication and Support to the Board