



OPEN ENROLLMENT APPLICATION

In accordance with Utah State Law, Open Enrollment may only be applied for one (1) time per year. Students applying through Open Enrollment are committed to attend the new school for the school year. A five dollar (\$5.00) fee is required for each Open Enrollment Application.

Application Date (MM/DD/YYYY): ____/____/____

Early Enrollment Period Transfer Application
(Submitted between December 1 and the third Friday in February in order to transfer the following school year.)
School Year Requested, 20____ - 20____

Late Enrollment Period Transfer Application
(Submitted outside the early enrollment period.)
Please check one and indicate the year requested.
 Current year, 20____ - 20____
 Next year, 20____ - 20____

Check one:
 Elementary School Enrollment (K-6)
 Secondary School Enrollment (7-12)

Grade for which student is requesting Open Enrollment _____

Student Name: _____ Student #: _____ Birth Date: _____
Parent/Guardian Name: _____ Home Phone: _____ Cell Phone: _____
Parent/Guardian Address: _____ City: _____ Zip: _____
Boundary School: _____ Requested School: _____
Current School: _____ Reason for Request: _____

DOCUMENTATION

AS PARENT OR GUARDIAN OF THE STUDENT, I UNDERSTAND THAT MISREPRESENTATION OF ANY INFORMATION MAY RESULT IN A DENIAL OF THE OPEN ENROLLMENT APPLICATION AND OTHER APPROPRIATE SANCTIONS. I HEREBY VERIFY THAT THE FOLLOWING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Proof of Custody

- I am the parent (biological or adopted) of this student and this student lives with both parents.
- I am the parent (biological or adopted) of this student and am not currently living with the other parent. (If selected, please select one of the following):
 - I have been awarded **physical custody** through the court. (If selected, copies of the most current court order(s) must be provided prior to the student being considered.)
 - I have **not** been awarded **physical custody** through the court. (If selected, see Coordinator of School Services)
- I am not the parent (biological or adopted) of this student. I am a relative or friend. (If selected, please choose one of the following):
 - I have been awarded **legal guardianship** of this student through the court. (If selected, copies of the most current court order(s) must be provided prior to student being considered).
 - I have **not** been awarded **legal guardianship** of this student through the court. (If selected, the student may not be enrolled in school unless appropriate legal documentation is provided – see Coordinator of School Services).
- I am a foster parent of this student placed by DCFS or other agency of the State of Utah. (If selected, DCFS placement documentation or other appropriate legal documentation must be provided **prior** to the student being considered).
- I am a proctor parent of this student placed by a licensed child placing agency in the State of Utah. (If selected, licensing information and appropriate legal documentation must be provided **prior** to the student being considered).
- None of the above statements describe my relationship to this student. (Please explain your relationship to this student – see Coordinator of School Services). _____

Boundaries and Records

- Yes No – Does parent/guardian live outside of Nebo School District boundaries? If yes, please provide two (2) forms of proof of residency.
- If parent/guardian lives out of Nebo School District boundaries or student is attending a charter school, the following educational records must be submitted with this Application:**
 - Most recent transcript from the current school (Secondary Grades 7-12 only).**
 - Most recent attendance record from the current school.**
 - Most recent discipline record from the current school.**

Athletics

- Yes No – Does the student plan to participate in UHSAA athletics? For transfer questions, please contact UHSAA directly.

(District Use Only)

Approved Enrollment Denied Enrollment Provisional Enrollment _____ DO Initial

Student Name: _____

Special Programs

Check the following special programs or services the student is currently receiving:
(This information is used only to notify the new school of any special programs or services and has no effect on acceptance/denial of your Application.)

- Special Education (IEP)
- Section 504 Plan
- Health Care Plan

Acknowledgments

Initial each of the following, designating that you understand and agree with the terms of this Application:

- _____ I understand that all transfer requests are contingent on the following: (a) Early Enrollment Thresholds based on "maximum capacity;" (b) Late Enrollment Thresholds based on "adjusted capacity;" (c) special program limitations; (d) staff availability; and/or (e) circumstances listed in Utah Code Ann., Section 53A-2-207(4)(c).
- _____ If this request is granted, I agree that my child must remain at the requested school through the end of the requested school year.
- _____ I understand that I cannot enroll my student until I have a letter of acceptance from the School District.
- _____ I understand that I, as parent/guardian, am responsible for transportation of my student to and from school.
- _____ I understand that a student's acceptance into a school or school district does not establish UHSAA (student athletic or activity) eligibility.
- _____ An enrolled nonresident student shall be permitted to remain enrolled at the non-boundary school, subject to the same rules and standards as resident students, without renewed applications in subsequent years unless any of the following occurs:
 - The student graduates or is no longer a Utah resident.
 - The student is suspended or expelled from school.
 - The school district determines that school enrollment will exceed the Open Enrollment Threshold.

Parent/Guardian Printed Name

Parent/Guardian Signature

**ENROLLMENT DESIGNATION
(District Use Only)**

Approved Enrollment

Denied Enrollment

A student may be denied an open enrollment opportunity if the (1) school or grade level is closed, or (2) student has been suspended or expelled from a public school consistent with Utah Code Ann., Section 53A-2-208(3)(b).

Provisional Enrollment

A student with prior behavioral problems may be granted provisional enrollment provided the student and parent sign an agreement with the school or the school district (1) establishing the conditions of continued enrollment, and (2) notifying the parents/student that the student will be excluded from the school if the agreement is violated. The school or school district is responsible for the agreement as allowed under Utah Code Ann., Section 53A-2-208(3)(c).

Signature of designated District Official _____ Date: _____

Submit application to: **Nebo School District**
Elementary or Secondary Education Department
350 South Main
Spanish Fork, Utah, 84660

Contact Person: **Troy Bohling**
Phone: **801-354-7417**