

**PROVO CITY SCHOOL DISTRICT**  
**STANDARD OPEN ENROLLMENT APPLICATION**

**\$5.00**  
**PROCESSING FEE**

Early Enrollment Period Transfer Application (Submitted between Dec. 1 and the 3<sup>rd</sup> Friday in February in order to transfer the following school year.) YEAR REQUESTED \_\_\_\_\_

Late enrollment Period Transfer Application (Submitted AFTER the 3<sup>rd</sup> Friday in February) Please check one and indicate year requested: \_\_\_\_\_ CURRENT YEAR, \_\_\_\_\_ NEXT YEAR

An enrolled nonresident student shall be permitted to remain enrolled, 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 district determines that school enrollment will exceed the open enrollment threshold.

Student's Name \_\_\_\_\_ DATE \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Requested \_\_\_\_\_  
Home \_\_\_\_\_ Grade \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Student's DOB \_\_\_\_\_ Gender MALE / FEMALE  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email to: \_\_\_\_\_  
All notifications will be sent via email; make sure your email address is legible and accessible.

Boundary School \_\_\_\_\_ Requested School \_\_\_\_\_

Previous /Current School (Name, City, State) \_\_\_\_\_

Do siblings attend (and will continue to attend) your school of choice? NO YES (name) \_\_\_\_\_

Reason for Request \_\_\_\_\_  
PRINT \_\_\_\_\_ RELATIONSHIP TO  
YOUR NAME \_\_\_\_\_ THE STUDENT \_\_\_\_\_

I understand that all transfer requests are contingent on early enrollment school capacity ("maximum capacity") or late enrollment school capacity ("adjusted capacity"), special program limitations, staff availability, and/or circumstances under 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, as parent or 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.

**PROVISIONAL ENROLLMENT** A student may be denied an open enrollment opportunity if the student has been suspended or expelled from a public school consistent with 53A-2-208(3)(b). Has the student ever been suspended or expelled from a public school? \_\_\_ Yes \_\_\_ No, if yes, please explain: \_\_\_\_\_

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 Section 53A-2-208(3)(c).

**PLEASE BE ADVISED:** Applications do not carry from year to year. If you apply, are denied and you wish to apply for the following year you would need to fill out another application during the open enrollment period starting December 1<sup>st</sup>.

**Open Enrollment Entrance Contract:** I understand that my student is requesting a school choice opportunity, and if given permission to attend this school we are committed to maintain the agreed-upon minimum standards, which are:  
Minimum Attendance Standard All students must be in school, on time, 90% per class, per term. Students should be dropped off no earlier than 15 minutes prior to school starting and picked up no later than 15 minutes after school ending.  
Minimum Academic Standard Elementary students must maintain an academic level of 80% or higher per term. Secondary students will not fail more than one class per term.  
Minimum Discipline Standard No act will be committed that may result in suspension.

By signing we acknowledge that the school may revoke attendance privileges within the district due to violation of any or all of these aforementioned standards.

**SIGNATURE** X \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit application and \$5.00 fee to Provo City School District Attn: Student Services 280 W 940 N Provo UT 84604 \* 801.374.4838  
Or use [www.myschoolfees.com](http://www.myschoolfees.com) -School: Provo District Office – public item – Student Services – open enrollment | fax 801.374.4985  
Utah State Office of Education | 250 East 500 South, P.O. Box 144200 | SLC, Utah 84114-4200 | Rev. 7/23/08