

## Citrus County School District Controlled Open Enrollment Plan 2020-21

### Contact Information

First Name: Charles  
Last Name: Dixon  
Position Title: Director, Planning and Growth Management  
Work Phone: 352-746-3960  
E-mail: [dixonc@citruschools.org](mailto:dixonc@citruschools.org)

Enrollment Plan Link:

[https://www.citruschools.org/departments/planning\\_and\\_growth\\_management/planning\\_documents](https://www.citruschools.org/departments/planning_and_growth_management/planning_documents)

### Controlled Open Enrollment Plan Provisions

#### A. Eligibility Requirements:

1. All students shall be eligible to apply to attend and out of zone school unless they have been suspended or expelled from a school within the last six (6) months.
2. All students must be enrolled at their home school if they are new students to the Citrus County School District prior to reviewing a request to attend and out of zone school through the Controlled Open Enrollment Process.

#### B. Application Process:

1. The application for Controlled Open Enrollment can be obtained from the Citrus County Schools Website for printing or at any of the schools in hard copy.
2. The application is completed and signed by the parent or guardian and submitted to the Planning and Growth Management Department at the District Student Services Center or it can be dropped off at any school site and forwarded to the Department of Planning and Growth Management for processing. It may also be submitted directly from the District Web Site.
3. The Planning and Growth Management Technician will receive the application, assign a tracking number, and attach a review sheet for electronic routing to the school of choice for consideration.
4. The reviewing school administrator will review the information provided by the applicant and the Planning and Growth Management Department. The receiving school administrator may utilize staff to help verify place of residence information provided by the parent/guardian if this level of verification is necessary.
5. The receiving school administrator will check one of the boxes on the review form that best describes the reason for approval or denial of the special attendance request as follows:
6. Approved – Controlled Open Enrollment
7. Approved – Special Program

8. Denied – because the request does not comply with the Citrus County School Board Attendance Zone Student Reassignment Policy / Administrative Guidelines
9. Denied – because the receiving schools projected enrollment exceeds capacity or because the school is in a high growth area and subject to substantial enrollment increases throughout the school year.
10. The application and review form are returned to the Planning and Growth Management Department for a final sign off and distribution to the impacted schools for enrollment purposes, and the parent/guardian is notified.

**C. Time period for accepting applications:**

Applications will be accepted beginning in Mid-March for the following school year. They will be accepted for at least forty-five (45) days. Applications for the current school year will not be accepted after midterm in the Second Semester unless the student's residence changes or extraordinary circumstances warrant moving a student this close to the end of the school year.

**D. Method of determining capacity of schools:**

Capacity of the schools shall be determined by the Department of Planning and Growth Management at the school level and by the Principal at the grade level. The basis will be the Florida Inventory of School House (FISH) Capacity and class size requirements as determined by the Florida Department of Education and either the projected or actual enrollment, depending on the time of year when the determination is made.

**E. Enrollment and Capacity Report:**

An enrollment report will be posted on the District Web Site that identifies the current projected or actual enrollment at each District School and the utilization rate for each facility.

**F. Identification of schools that have not reached capacity:**

Schools that have not reached capacity will be identified in green. Schools that have reached capacity will be identified in red and schools where grade level capacity may be exceeded for one or more grades will be identified in yellow.

**G. Class Size Standards:**

Class size standards shall be as required by the Florida Department of Education. For core curriculum classrooms that are pre-Kindergarten through grade 3, the class size is 18 student stations. For core curriculum classrooms that are grades 4 through 8, the class size is 22 student stations, and for core curriculum classrooms that are grades 9 through 12, the class size is 25 student stations.

**H. Lottery procedure for determining student assignment if transfer requests exceed available space:**

When the number of applicants exceeds the number of available spaces the names will be placed in a "Random Name Picker" program such as the one found at the following web site <http://www.miniwebtool.com/random-name-picker/> or a similar system where the names are picked using a random process.

**I. Provision for a parent to request placement of siblings within the same school:**

Siblings residing at the same address will be placed together unless it is determined that placing them in the same educational setting would not be in the child's best interest.

**J. Appeals Process:**

The appeals process is administered by the Department of Planning and Growth Management. Appeals must be filed after a determination is made by the receiving school principal and must include the reason for the appeal and any supporting documentation.

**K. Availability of Transportation:**

Students attending an out of zone school may utilize the closest bus stop within the school zone subject to bus capacity. Out of zone transportation is provided for students enrolled in school specific special programs such as the Computer Science Academy at Citrus High School, Health Academy at Crystal River High School and the International Baccalaureate Program at Lecanto High School as approved by the School Board.

**L. Automatic Approval Process for Students that Move out of Zone:**

In the case of a student changing residence during the school year, the Department of Planning and Growth Management shall create a new special attendance preference record for the student so they may remain at the school in subsequent years until the student completes the highest grade level at the school unless the student is suspended or expelled from the school. If the student is suspended or expelled from the school, the reassignment may be rescinded. Transportation shall not be provided for students who reside out of zone unless the student is enrolled in a special program and the School Board has approved out of zone transportation for the particular program.

**M. Method and timeline for notifying a parent of his/her child's placement for the next school year:**

Parents/guardians are notified by US Mail within 30 days after a determination is made that the student can be placed in the receiving school of choice.

**N. Out of County Students:**

Students residing in the District shall not be displaced by a student from another district who is seeking enrollment through the open enrollment provisions.

**O. Required Preference Criteria:**

Preferential treatment shall be provided for the following students:

1. Dependent children of active duty military personnel whose move resulted from military orders;
2. Children who have moved due to foster care placement in a different school zone;
3. Children who have moved due to a court-ordered change in custody as a result of separation or divorce;
4. Children who have moved due to the serious illness or death of a custodial parent;
5. Students at multiple session schools; and
6. Students residing in the District.

**Additional Contact Information:**

Information relevant to the School Choice (Controlled Open Enrollment Plan) Process is provided in a central location on the Citrus County School District Department of Planning and Growth Management Web Site:

<http://www.citrus.k12.fl.us/cms/one.aspx?portalid=737701&pageid=858107>

School specific program information can be found on the individual school websites from the following link:

<http://www.citrus.k12.fl.us/cms/One.aspx?portalId=737701&pageId=3142698>

Transportation information can be found from the Transportation Department Website from the following link:

<http://www.citrus.k12.fl.us/cms/one.aspx?portalid=737701&pageid=881022>