Limited
OPEN ENROLLMENT
New and Re-Enrollee Procedures





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The Coppell Independent School District has developed this booklet as a resource for parents who might be considering the Limited Open Enrollment program option for their child. This booklet includes program guidelines and procedures, a checklist, and frequently asked questions. Any additional questions may be directed to the Limited Open Enrollment program administrator by e-mail at openenrollment@coppellisd.com.

HISTORICAL OVERVIEW

In April of 2011, the Coppell ISD Board of Trustees approved the use of a Limited Open Enrollment program for the admission of elementary students who live within the City of Coppell, but outside the attendance boundaries of CISD (Coppell Greens and Riverchase). The decision was approved by the Board for a few elementary schools with declining student enrollments.



In 2021 the Limited Open Enrollment program expanded to allow students in grades K-12 to enter.

In 2023 the Limited Open Enrollment program was extended to include a few additional neighborhoods as well as the City of Coppell Employees. Newly named open enrollment areas included the following neighborhoods in Lewisville, Texas: Ballantyne Apartments, High Point Oaks Estates, Highland Terrace, The Preserve, and Willowbrook. In 2024 the Limited Open Enrollment Program was expanded to include Hackberry Creek in Irving, TX.



The change in the district's policy was intended to create greater efficiency of operations by allowing the predetermined campuses to maximize their enrollment capacity in buildings that are already being heated, cooled, and cleaned. The move could also save a few teaching positions and generate $700,000 - $1M in additional revenue for the district depending on where the legislature sets CISD's target revenue and the number of students who apply.

INFORMATION & PROCEDURES

These pages include the information and procedures listed in your application. ***PLEASE KEEP*** *FOR FUTURE REFERENCE.*



General Information

Coppell ISD (CISD) will be accepting online applications to the Limited Open Enrollment program at selected campuses for students who reside outside the attendance zone for Coppell ISD, but **inside the city limits of Coppell, TX**, AND the additional neighborhoods noted on page 1. Students who will be attending Kindergarten through the 12th grade and reside in these specific areas may apply for the Limited Open Enrollment program.

The number of openings for our program for students is limited and will be determined by CISD administration based upon campus and grade level capacity, growth projections, teacher allocations, and/or other administrative considerations. **Limited Open Enrollment program students are NOT eligible to apply for a campus transfer. They will be assigned to a campus by CISD.** Preference is given to students who are already in attendance and to incoming students with older siblings previously admitted to CISD through the Limited Open Enrollment program. **New applications must be completed online** including submission of the additional required application documents stated herein. There will not be a tuition for students accepted. The Limited Open Enrollment application process is for the current school year; however, this waiver of tuition may be reviewed annually. The CISD Board of Trustees reserves the right to discontinue the Limited Open Enrollment program at the end of any school year.

Application Timeline for the school year

Limited Open Enrollment program for New Students

Step 1: Submit applications electronically for New Enrollees to the Limited Open Enrollment program on the published dates included on the website. Your application must be fully complete for consideration. Missing documents may inhibit acceptance into the program.

Step 2: New Enrollment **parents will be notified** in writing of acceptance or denial to the program **no later than the published date on the website**.

Step 3: Once accepted and assigned a campus, the parent must follow the enrollment process and timeline outlined in the acceptance letter.

Transportation

All students accepted to attend CISD through the Limited Open Enrollment program shall be required to **provide his or her own transportation to and from school**.

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INFORMATION & PROCEDURES
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Application Standards
All applications for the Limited Open Enrollment program are required to meet the following standards in the areas of **attendance, tardies, and discipline**. The student must:

- Offer proof of **good attendance** for the previous year and the most recent nine-week grading period. No more than 10 absences per school year for any reason.
- No more than 10 tardies per school year for any reason.
- Have **no more than three disciplinary infractions** (e.g. the equivalent of an "N" or "Needs Improvement") for the previous year and the most recent nine-week grading period and that **disciplinary infraction must not include in or out-of-school suspensions, or infractions with the equivalent of a "U" or "Unacceptable"** conduct for the previous semester and the most recent nine-week grading period. A student who served time at DAEP or JJAEP for behavior will not be eligible for Limited Open Enrollment.

Beyond Elementary
Placement after the 5th grade will continue to be determined by CISD administration based on seat/space availability and may not necessarily follow the District's stated feeder pattern.

Approval
Seats will be offered for admission based on space and program availability, upon meeting all required criteria.

Denial
Reasons for denial of application include:
- Failure to meet the District's criteria for Limited Open Enrollment
- History of poor attendance, late arrivals, late pick-ups, and/or disciplinary infractions
- Falsification of information on the application and/or related documents
- Limited space availability
- Limited campus staffing
- Elementary projection exceeds **21 per class average for K-4** at a designated campus
- Elementary projection exceeds **23 per class average for fifth grade** at a designated campus

Reasons for Revocation During and/or at End of School Year include:
- Repeated failure to abide by the rules within the Student Code of Conduct (3 or more discipline referrals or DAEP)
- History of poor attendance, late arrivals, late pick-ups, and/or disciplinary infractions
- Falsification of information on the application and/or related documents
- Lack of parental support of Limited Open Enrollment program procedures and/or campus policies, regulations, including any tutoring assistance offered by the campus. practices, or
- Failure to meet the program criteria annually

Other Notables
- The Coppell ISD Board of Trustees may expand or discontinue the Limited Open Enrollment program at the end of any given school year.
- **Application is by student and NOT FAMILY**. This is required because the student is applying for a specific empty seat in a specific grade at a district designated campus. There is no guarantee that siblings will be approved to attend Coppell ISD, or a specified campus through the Limited Open Enrollment program process.
- Participation in UIL activities shall be in accordance with all applicable UIL rules and regulations.

FREQUENTLY ASKED QUESTIONS

What does Limited Open Enrollment mean in the Coppell ISD?
In general, Open Enrollment is the term that is used by the Texas Education Agency (TEA) to define a school district's ability to accept applications for enrollment from students who reside outside the school district boundary lines. In Coppell ISD, Limited Open Enrollment is a program that **specifically** applies to students attending the school district who reside outside the Coppell ISD attendance boundaries, but **within the City of Coppell, TX, City of Coppell Employee's Children, Ballantyne Apartments, High Point Oaks Estates, Highland Terrace, The Preserve, Willowbrook and Hackberry Creek.**

Are there required criteria to apply for CISD's Limited Open Enrollment program?
Yes. During the current school year, the student must have maintained an overall good attendance rate with a minimal number of tardies.

* No more than 10 absences per school year for any reason
* No more than 10 tardies per school year for any reason

Additionally, they may not have been placed in any behavior/disciplinary program or accrued more than three disciplinary referrals during the current school year.

Can children from all grade levels participate in the process?
Yes. During Spring 2021, the CISD Board of Trustees approved an expansion of grade levels considered for participation in the Limited Open Enrollment program to include grades K-12.

How will New applications be accepted?
All submissions must be made electronically. Returning Limited Open Enrollment program students (Re-Enrollees) will receive priority placement after Transfers and Residents have been seated. Placement of all first-time applicants ("New" Enrollees) will follow.

When will Applications for the next school year be accepted and close?
New Enrollment for the Limited Open Enrollment program will be posted on the Limited Open Enrollment page on the CISD website.

Which campuses will be participating in the Limited Open Enrollment process?
The District will designate eligible campuses based on student projections, staffing, and seat availability.

> ***Only families with students already attending CISD through the Limited Open Enrollment program may apply for a sibling to attend at the same school, however, placement is NOT guaranteed.*

Can I choose the school my child will attend?
No. Seats will be filled based on the stated criteria (above), and **ONLY AFTER** all Coppell ISD Residents and Transfer requests have been processed and once all required program criteria have been met.

Are students attending the Coppell ISD through the Limited Open Enrollment program eligible to request a Transfer to another campus?
Transfer requests are NOT accepted for students attending CISD through the Limited Open Enrollment program. Limited Open Enrollment is permitted at select campuses only. The CISD administration assigns the campus once accepted.

FAQs Continued on the next page

FREQUENTLY ASKED QUESTIONS

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How will New Enrollee seats be filled?
Subject to availability at each designated campus, seats for "New" Enrollees will be offered from the enrollment application based on the District's receipt of a completed and approved application as well as having satisfactorily met all other program criteria.

Will I need to pay a tuition for my child?
No. Tuition will not be charged for the coming school year.

Will transportation be provided?
No. Transportation will not be provided for the students in the Limited Open Enrollment program.

If one child in a family is accepted, is/are their sibling(s) guaranteed automatic admission?
No. Limited Open Enrollment program application is by student, **NOT** by family. Each child must apply separately.

When will I be notified of my child's acceptance into the Limited Open Enrollment program?
Parents will be notified by email of the acceptance or denial of their student's application no later than the published date on the website.

