

## Student Transfer Option Information Controlled Open Enrollment (COE) Polk County Schools

In addition to the established attendance zone, Career Academies, Polk Virtual and other programs of choice, the Polk County School District will provide additional options for school transfer/placement in accordance with Florida Statute 1002.31 (COE).

- ☞ Controlled Open Enrollment (COE) – Pursuant to HB 7029, beginning in the 2018-2019 school year, parents seeking additional choice options for their student may apply for placement of their child in any school in the district that has not reached capacity (capacity means – available seats).
- ☞ Controlled Open Enrollment allows the District to make school assignments based on the parent’s indicated school of choice.
- ☞ The school requested for placement must be on the School Board of Polk County 2018-2019 Controlled Open Enrollment School List with an “OPEN” status.
- ☞ The COE Application for both Polk residents and non-Polk residents must be completed, submitted, mailed or emailed during the COE application window.
- ☞ Siblings will be provided a preference in the lottery. However, sibling transfers **are not guaranteed**. Applications with a verified sibling priority shall be maintained and an attempt will be made to place all siblings in the same schools.
- ☞ A school is eligible and marked “OPEN” under the COE plan for enrollment if the school’s enrollment is less than 90% of its FISH (Florida Inventory of School Houses) capacity.
- ☞ Because Pre-Kindergarten (Pre-K) programs are not mandatory, Controlled Open Enrollment options are not available for Pre-K students.
- ☞ IEP requirements at eligible COE schools cannot be guaranteed; however, if accepted to a COE School, an IEP team will convene to determine whether the student’s needs and services can be adequately addressed.
- ☞ A new list of schools with available seats will be updated and released each year prior to the application window.
- ☞ Placements/school assignments will be made through a random lottery system created by district staff.
- ☞ Placement is granted through the completion of the highest grade at the school, a change of address or unless notified of a change by the district staff. After completion of the highest grade at the school, the student must return to the zoned school or apply for and be granted another lottery selection through COE.
- ☞ Employees of the district (parent or legal guardian) may request a transfer/placement during the open enrollment period for their child to attend the school in which the employee works or to the next nearest qualified school based on capacity. These Placements/Transfers will be monitored yearly.
- ☞ The COE transfer/placement is only valid when the student presents a Letter of Approval from the District’s Pupil Accounting Office.

- ☞ Students are expected to stay at the COE School for the entire year, unless there is a change of address. If an approval to return to the zoned school is granted by the District, the recommendation will be that the student will remain at the COE School and return at the end of a marking period or semester unless circumstances dictate such move.
- ☞ COE Schools designated as having capacity are still subject to the maximum class size pursuant to Florida Statue 1003.03 and Section 1, Article IX of the State Constitution.
- ☞ Student athletes who transfer to a COE School must comply with FHSAA Rules of Athletic Eligibility in order to be eligible to participate in interscholastic athletics.
- ☞ Transportation for students who transfer to a COE school is not provided by Polk County Schools.
- ☞ Transfer/placement may be review each year. Upon review a COE transfer/placement may be revoked if there are incidents of excessive tardiness, absenteeism to school, failure to pick up at school beyond the dismissal time without prior arrangements with school officials or referred for disciplinary actions.
- ☞ An application for COE transfer/placement is available on the district’s website and paper copies are made available at each school.
- ☞ A 504 Plan, McKay Scholarship and Opportunity Scholarships, are additional circumstances for transfers and “OPEN”/”CLOSED” schools will apply in making placements.
- ☞ Consideration is given to (medical) transfer/placements for a student who has a serious medical condition that is sufficient to warrant a transfer/placement. Medical Transfer/Placement approvals are reviewed yearly.
- ☞ A pending move transfer/placement allows a student to attend a school of the parent/guardian future residence when the closing date is within sixty (60) days. A dated contract must be provided.
- ☞ Elementary, middle and high schools eligible for COE transfer/placement will be listed on the 2018-2019 Controlled Open Enrollment School List posted on the District’s website.
- ☞ Students subject to a current expulsion or suspension will not be permitted to take advantage of a COE choice.

**Timeline:**

- 🕒 April 2 – 27, 2018 for Polk County residents.
- 🕒 May 1 – 25, 2018 for Non-Polk County residents.
- 🕒 Student must take the COE Approval Letter to the school of choice within the allotted number of days to get a class schedule and secure a seat for the COE School.
- 🕒 Additional information about COE Transfers is posted on the District’s web page.
- 🕒 Application for COE will only be accepted during the application window(s) for both Polk and non-Polk residents unless deemed necessary by the District.