Clay County School District
Controlled Open Enrollment Plan

Clay County School District strives to provide parents an opportunity to choose the desired school for their children. In addition to the established attendance zone, Special Pupil Requests due to hardship and career academies, the Clay County School District will provide additional options for school assignment based on Controlled Open Enrollment in accordance with Florida Statute 1002.31. Controlled Open Enrollment (COE) provides parents and legal guardians of children and youth entering grades K-12 the opportunity to seek enrollment in a school other than the zoned school of attendance. Under this statute, parents/legal guardians currently residing in any school district in the State of Florida may select schools from a list identified by the Clay County School District as having available seats based upon published guidelines.

I. Determination of Capacity

During the 2021- 2022 school year, a school will be subject to Controlled Open Enrollment when the school's enrollment is less than 80% of the permanent Florida Inventory of School House (FISH) capacity. This determination takes into account the rapid growth in Clay County. In order to allow the District to plan for future growth and establish efficient attendance zones and boundaries, a new school will not be subject to Controlled Open Enrollment until it has been in operation for three (3) years. Upon completion of the school's third full year of operation, it will be included in the annual FISH calculation of available school capacity. The schools participating in Controlled Open Enrollment will be updated and posted on the School District's website each year.

The following schools have available capacity for the specified number of seats for the 2021-22 school year.

2021-2022 COE Schools	Available Seats
Elementary Schools (grades K-6)	
Montclair Elementary	36
Rideout Elementary	36
S. Bryan Jennings Elementary	34
Junior High (grades 7-8)	
Orange Park Junior	146
Senior High (grades 9-12)	
Orange Park High	439
Total number of seats available in the district	691

II. Application Process and Lottery

The application for Controlled Open Enrollment can be completed online at www.myoneclay.net under the Controlled Open Enrollment page. A paper-based copy of the application can be obtained upon request from the District Office. Submitting an application for Controlled Open Enrollment does not

guarantee that the student will be approved to transfer to the requested school. One application is required for each school to which the student would request consideration. Applications will not be received by the school(s). Instead, applications must be submitted online or sent in the mail to the School District central office.

Clay County School Board
Attn: Open Enrollment
900 Walnut Street
Green Cove Springs, Florida 32043

Students subject to a current expulsion or suspension will not be permitted to take advantage of the Controlled Open Enrollment choice.

A student who enrolls or transfers under Controlled Open Enrollment may remain at the Controlled Open Enrollment school until the student completes the highest grade level at the school. Once the student has completed the highest grade level of that school, the student must return to their zoned school or apply for another lottery selection through Controlled Open Enrollment.

Once the application window has closed, all student applications will be randomly numbered using a lottery system. Applications will be drawn randomly and available seats will then be assigned to the applicants for that school. The window for submitting an application for Controlled Open Enrollment for Clay County School District is **Friday, March 12, 2021- Friday, April 9, 2021.**

Once notified of a lottery selection of an available seat, the parent/guardian will have ten (10) working days to accept and enroll their student in the specified school. No response will be considered a decline of the selection. If a student happens to receive a lottery selection for more than one school, the parent/guardian must select one and decline the other. If seats re-open due to a declined selection, the student with the next number in the lottery waiting list will be notified and offered the seat. This process will only continue for the first five (5) days of school. After the fifth day of school, the waitlist will be discontinued. The lottery selections for 2021-2022 will begin the week of **April 26, 2021.**

There is no appeal process for Controlled Open Enrollment as it is based strictly on a lottery procedure.

III. Siblings and Preferential Placement

The Controlled Open Enrollment Application includes a section for the parent/guardian to indicate if they have submitted an application for other siblings to attend the same school. Placement of siblings within the same school is facilitated whenever feasible during the open enrollment period if appropriate educational services are available for each sibling at the requested school. There is no guarantee that sibling preference will be given.

Priority for school assignment pursuant to Controlled Open Enrollment is given based upon:
● Dependent children of active-duty military personnel whose move resulted in military orders;
● Children who have been relocated due to a foster care placement in a different school zone;

- Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent;
- Students residing in the school district.

IV. Transportation

The parent/guardian is responsible for the transportation of a student approved to attend a school of choice through the open enrollment process.

V. Rescinding of Placement

Controlled Open Enrollment placement may be rescinded if:
- Incorrect or false information was provided in the application;
- Attendance, tardiness, or discipline/behavior problems develop at the receiving school;
- Academic Criterion is not met based on the Florida High School Athletic Association (FHSAA) requirements of a 2.0 GPA.