



# 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

As per legislative changes in July 2022, each school district will determine the capacity of its schools by grade level and post availability on the district website with updated information every 12 weeks. A Clay County District school will be subject to Controlled Open enrollment when the school's enrollment is less than 80%. The FISH (Florida Inventory of School House) capacity report and teacher allocation model will be compared with each school's enrollment numbers to determine impacted schools. The principals of the impacted schools will then share grade-level space availability to publish on the district website.

The determination of capacity and space availability takes three additional factors into account. First, schools that host specialized programs that require a lower student-to-teacher ratio would be exempt if the regular education classrooms are at or above 80%. Secondly, Clay County is experiencing rapid growth. 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. Finally, schools impacted by rezoning will also be exempt for two (2) years to allow enrollment to stabilize.

12 Week Dates for 2025-2026
September 10, 2025
December 10, 2025
March 10, 2026
June 3, 2026*

12 Week Dates for 2026-2027
September 9, 2026
December 9, 2026
March 10, 2027
June 2, 2027*

\*For the following school year



## **II. Application Process and Lottery**

Open COE schools along with an electronic application, can be found on the [OneClay Open Enrollment](#) page of the CCDS website. 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. 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: School Choice Department: 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 available seat through Controlled Open Enrollment. The application will always be available on the CCDS School Choice website.

[Link to FAQs](#)

Once an application for an available seat is received, and space is verified, registration information will be sent to the parent through the email provided in the application. Parents have a two-week window to complete registration and enroll the student. After two weeks (10 working days), incomplete registrations will not be processed and reapplication will be required.

If more applications are received than seats are available, the district will hold a lottery. Parents will be notified of lottery results through an acceptance email with registration information or a waitlist email. All students who do not receive a seat through the initial lottery will be put on a waitlist. Applications received after the lottery will be put on a waitlist in the order received. As capacity becomes available, parents will be emailed with registration information. Incomplete or incorrect applications will not be processed. The waitlist will expire on the last day of school each year. Parents will need to reapply annually if a seat does not become available for the requested school year.

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**

As per the legislation passed in July 2022, school districts must provide information on transportation options. The following information is located on the [district website](#).

##### **Transportation Options**

Clay County District Schools does not offer transportation to schools outside of a student's zoned school.

For other transportation opportunities, parents can look into the following.

- [Clay County Public Transportation](#) (This is **NOT** a part of the public school system)
- The Florida Department of Education offers transportation scholarships of \$750 to eligible students who attend a Florida public school that is different from the school to which the student was assigned if the school district does not provide the student with transportation to/from the school. Visit [FDOE's website](#) for more information.

#### **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.