

## **Notice to Parents Regarding Unenrollment of their Student from a Charter School**

Utah state law establishes procedures that govern the withdrawal of students from a charter school for enrollment in a district school or another charter school. See Utah Code. § 53G-6-503 and Utah Admin. Rule R277-472.

Specifically, Utah law states that parents are to provide notice by June 30<sup>th</sup> of their intent to withdraw from a charter school and enroll in the student's school of residence for the following school year. If the parent applies for admission to their school district of residence for the following year by June 30<sup>th</sup>, the school district must accept the student into the student's school of residence.

*For example, if a parent intends to withdraw their student from a charter school and enroll their student in their neighborhood district school for the 2019-2020 school year, they should notify the charter school of their intent by June 30, 2019. If the parent submits an application for admission to the student's school district of residence by June 30, 2019, the district is required to enroll your student in your local neighborhood school.*

If a parent wants to withdraw a student from a charter school after June 30<sup>th</sup> or at any time during the school year, state law requires the parent to first go to the student's school district of residence or other charter school and obtain a letter of acceptance for enrollment in the new school. The parent then needs to give the charter school a copy of that letter of acceptance. Also, in this situation, the local school district is not required to accept the student into their school of residence if the parent did not submit an application for admission to the student's school district of residence by June 30<sup>th</sup>. The district is only required to accept the student into a school in the district that has adequate capacity.

*For example, if the parent in the above example fails to enroll the student in the neighborhood district school by June 30, 2019, the district doesn't have to allow the student to enroll in their neighborhood school if that school doesn't have adequate capacity for the 2019-2020 school year. The district would then tell the parent which district school has capacity for their child and the parent would be responsible for transportation to that school.*

School districts should post information to their website about which schools in the district have adequate capacity. If they have not done so, you should contact the district office and request that information.

**We don't want anyone to be caught in a difficult situation, so if you plan to enroll your student in a district school next year, please understand and follow these requirements. If you choose to unenroll your student from our school, then change your mind, you will have to re-enroll through the lottery, and we cannot guarantee re-entry into the school regardless of the situation.**

### **Withdrawing from Enrollment in a Charter School**

Below is a summary of how a parent may withdraw their student from a charter school for enrollment in another charter school or school district:

In accordance with Utah Code. § 53G-6-503 and Utah Admin. Rule R277-472, the parent of a student enrolled in a charter school may withdraw the student from that charter school for enrollment in another charter school or a school district by:

- On or before June 30, submitting to the charter school a notice of intent to enroll the student in the student's school of residence for the subsequent year;
- After June 30, submitting to the charter school a letter of acceptance for enrollment in the student's school district of residence for the following year;
- Submitting a letter of acceptance for enrollment in the student's school district of residence in the current school year;
- Submitting a letter of acceptance for enrollment in a nonresident school district; or
- Submitting a letter of acceptance for enrollment in a charter school.

This means that a family has the right to withdraw from a charter school and enroll in a local district school without further procedure through June 30<sup>th</sup> before the school year starts. Families run no risk of being denied enrollment in the local district school up through June 30<sup>th</sup> before the school year starts. However, after June 30<sup>th</sup>, the prospective school for enrollment must authorize the change. The intent of the law is to help all schools, both district and charter, to have a solid projection of enrollment no later than June 30<sup>th</sup> for the purposes of staffing/hiring.