



STUDENT ENROLLMENT PLAN 2025-2026

The Student Enrollment Plan informs and guides registration and enrollment of students into The School District of Lee County.

Parent's Bill of Rights

https://www.leeschools.net/parent_portal/parents_bill_of_rights

Board approved November 19, 2024

TABLE OF CONTENTS

I.	INTRODUCTION	4
II.	STUDENT ENROLLMENT PROCESS: ELEMENTARY	4
	A. Open Enrollment / School Selection.....	4
	B. Enrollment Residential Choice Proximity Plan Zones: Elementary Schools	5
III.	KINDERGARTEN REGISTRATION AND NEW STUDENT REGISTRATION.....	7
IV.	STUDENT ENROLLMENT PROCESS: MIDDLE	8
	A. Open Enrollment / School Selection.....	8
	B. Enrollment Residential Proximity Plan Zones.....	9
V.	STUDENT ENROLLMENT PROCESS: HIGH	10
	A. Open Enrollment / School Selection.....	10
	B. Enrollment Residential Choice Zones, Sub-Zones and Programs	10
	1. Residential Choice Proximity Zone.....	10
	2. Sub-Zones	11
	3. Advanced Programs and Zone Attractor Programs	11
VI.	FACTORS AFFECTING INITIAL SCHOOL OF ENROLLMENT	12
	A. Instructional Capacity.....	12
	B. Sibling Preference.....	12
	C. Lottery.....	13
	D. Continuation Opportunities	14
	E. New and Re-enrollment in FOCUS Portal.....	14
VII.	CHANGING SCHOOLS / TRANSFERS AND WAIVERS.....	15
	A. Enrollment Application Results.....	15
	B. Second Semester Transfer	15
	C. Waivers	15
	1. Employee Waiver In-County / Out-County	16
	2. Cross Zone.....	16
	3. Medical Waiver	16
	4. Advanced Program Exit Waiver	16
	5. High School Career Academy Waiver.....	16
	6. Hardship Waiver.....	17
	D. Moving/Change of Address	17

VIII. FLORIDA HOUSE BILL 7029 AND TRANSFERS..... 17

- A. Applications 17
- B. Capacity 18
- C. Continuity 18
- D. Transportation..... 18
- E. Limitations 18
- F. Preferences..... 18
- G. Revocation..... 18
- H. Waivers 18

IX. STUDENT ENROLLMENT OFFICE INFORMATION 19

I. INTRODUCTION

The School District of Lee County Student Enrollment Plan informs and guides the necessary components of enrolling students into the public schools of Lee County. The Plan's focus on offering parental choice reflects a belief in the educational benefits of providing a variety of options for enhancement in a student's learning while maintaining the District's focus on continuous improvement of student achievement. Parental choice of school selection becomes limited if application is submitted after the Open Enrollment window closes.

- Each student has the opportunity to achieve his/her highest personal potential. The School District of Lee County is a strong and competitive school system.
- Each school in The School District of Lee County provides equitable services to meet the needs of the whole child and each school is academically, athletically, and programmatically competitive with other school options available within the District, county, surrounding counties, and across the State of Florida.
- The Student Enrollment Plan is subject to annual review, refinement, and Board approval.

Since the Fall of 2020, District Administrators have been working to develop a new student enrollment system. Throughout the process, the SDLC has been committed to better addressing system issues (student distribution, transportation, etc.) for the benefit of our students, families, and community. Beginning in 2023-2024, The School District of Lee County implemented a Proximity Plan for the District elementary students. The Student Enrollment Plan for 2024-2025 focused around reducing the size of the attendance zones. Also impacted will be the transportation system; bus routes will be shorter and there will be a reduction in the number of bus routes. Implementation began with the 2024-2025 school year at the **middle level and continues with the elementary level.**

II. STUDENT ENROLLMENT PROCESS: ELEMENTARY

A. Open Enrollment / School Selection

The District's formal enrollment period (Student Open Enrollment) for the parents and guardians of students was modified for 2023-2024 with the implementation of the Elementary Proximity Plan. Elementary students remaining out of zone will continue to have no district transportation. School bus transportation will be provided to those students within the new proximity boundary for the student's residence.

Families participating in the Open Enrollment (incoming Kindergarten students and elementary level students new or re-enrolling to the District will rank the schools within the Proximity Plan attendance zones. Students will only receive transportation for elementary schools within the residential choice proximity zone in which they reside. Families who

require bus transportation will always be guaranteed an available seat at a school with capacity in their proximity zone. *

Students that are registered needing a school of enrollment for the upcoming year and do not submit a choice application will have an application submitted by FOCUS.

The Sibling Preference (the ability to link younger siblings to older siblings at a school) will continue as an assignment factor in the lottery. Parents with an incoming Kindergarten student will be notified of enrollment with the sibling. This will occur prior to Open Enrollment and again prior to the lottery.

In the event the older sibling selected the **continuation option** to remain in a school outside the residential proximity zone for the current school year with no transportation, the student may remain for the upcoming year. In the event an incoming sibling is enrolling the incoming student will be enrolled with sibling out of residential proximity zone if students have common address and common parent and the registration has been finalized prior to the lottery.

*If there are no available seats within a proximity zone, then the student will be transported to a designated adjacent proximity zone.

The lottery process is used in situations in which the number of applicants for a school exceeds the available seats. The system first considers the preferences that a student has and then randomly processes applications when placing students. The preferences are not guaranteed after open enrollment.

Enrollments from the lottery are made to fill the capacity of the school according to the following preferences:

- ESE and special programs
- Sibling preference
- Proximity 1 (P1 – residence within two miles of school)
- Proximity 2 (P2 – school most near the residence)
- Serious illness or death of custodial parent (HB 7029)
- Dependent child of active-duty military personnel whose move is a result of military orders (HB7029)
- Relocated due to foster care placement in a different school zone (HB7029)
- A move due to court-ordered change in custody (HB7029)

B. Enrollment Residential/Proximity Plan Zones: Elementary Schools

Any student residing in any zone may request The Sanibel School, Pine Island School or Estero Island/Fort Myers Beach School. **District transportation is not provided.**

Parents requesting Sanibel Island, Pine Island or Fort Myers Beach should email studentenrollment@leeschools.net.

Parent will rank order The schools in the proximity zone linked to the residential address.

Students enrolled in Bayshore for 5th grade will roll into Bayshore 6th grade.

Students enrolled in Pine Island Elementary for 5th grade will be preplaced in Trafalgar Middle for 6th grade.

*Bayshore parents and Pine Island Parents may request a different school in their proximity zone by contacting studentenrollment@leeschools.net

<p align="center"><u>Proximity Zone A</u></p> <p>Hector Cafferata Jr. Patriot Skyline Trafalgar</p>	<p align="center"><u>Proximity Zone B</u></p> <p>Caloosa Diplomat Hancock Creek Littleton Tropic Isles</p>	<p align="center"><u>Proximity Zone C</u></p> <p>Bayshore J. Colin North Fort Myers Academy of the Arts (K-8)</p>
<p align="center"><u>Proximity Zone D</u></p> <p>Alva (K-8) James Stephens Manatee Orange River River Hall Tice</p>	<p align="center"><u>Proximity Zone E</u></p> <p>Pine Island</p>	<p align="center"><u>Proximity Zone F</u></p> <p>Cape Gulf Pelican</p>
<p align="center"><u>Proximity Zone H</u></p> <p>Allen Park Edgewood Edison Park Franklin Park Orangewood</p>	<p align="center"><u>Proximity Zone J</u></p> <p>Colonial Gateway Ray V. Pottorf Treeline</p>	<p align="center"><u>Proximity Zone K</u></p> <p>Harns Marsh Sunshine Tortuga Preserve</p>
<p align="center"><u>Proximity Zone L</u></p> <p>Amanecer G. Weaver Hipps Lehigh Mirror Lakes Veterans Park (K-8)</p>	<p align="center"><u>Proximity Zone N</u></p> <p>Sanibel (K-8)</p>	<p align="center"><u>Proximity Zone O</u></p> <p>Heights Rayma C. Page Tanglewood Villas</p>
<p align="center"><u>Proximity Zone Q</u></p> <p>Bonita Springs Pinewoods San Carlos Spring Creek Three Oaks</p>	<p align="center"><u>Proximity Zone T</u></p> <p>Fort Myers Beach</p>	

III. KINDERGARTEN REGISTRATION AND NEW STUDENT REGISTRATION

Parents are given the opportunity to register in the fall for the upcoming school year for students that will be entering Kindergarten-12th grade. Student must be 5 years old on or before September 1 to register for kindergarten. Registrations are entered through the parent portal in FOCUS. Documents needed to register include:

- Copy of Parent photo ID
- Home Language Survey form
- Copy of Birth Certificate
- Health Examination (physical) - The exam must be dated within 12 months prior to registration. Physical is required for kindergarten registration.
- DH680-Florida Certificate of Immunization - Form can be obtained free by taking immunization record to the Lee County Health Department, 3920 Michigan Ave., Ft. Myers, FL. Appointment is required, so please call 239-461-6100.
- Social Security Card (optional)
- Custody Documents (if applicable)
- Proof of Address - Only ONE of the following documents are required (Driver's License is not accepted as proof of address):
 - Current Bill (electric bill, water bill, cable bill or any utility bill indicating service address)
 - Signed Lease Agreement (statement from landlord) on their letterhead verifying occupancy. Statement must verify occupancy. *Additional documentation may be required prior to registration or change of address.
 - Homestead Exemption must be used when enrolling, if applicable.
 - Building a Home - Mortgage Acceptance Letter including name, loan number, property address and a letter from the builder including expected completion date. *The completion date must be within 30 days of the student attending school. **Documentation of substantial deposit may be submitted for mortgage acceptance letter.
 - Buying a Home - Mortgage acceptance letter including name, loan number, property address and closing date. *The closing date must be within 30 days of the student attending school. **Documentation of substantial deposit may be submitted for mortgage acceptance letter.
 - Living with relatives or friends - A letter indicating family and names of children residing in the home, along with proof of address (one of the above) verifying the address.

New students, grades 1-12, to The School District of Lee County will need to provide all registration documents. Additionally new High Schools Students will need transcripts. Any students with an IEP should provide a copy and ensure Enrollment Staff are aware the student has an IEP. Students previously enrolled in School District of Lee County and returning are considered as re-enrollees. Students will need proof of address, transcripts (high school) and any updated documents. Charter students are considered as re-enrollees. Documents for New and Returning (re-enrolling) students may upload documents in FOCUS.

IV. STUDENT ENROLLMENT PROCESS: MIDDLE

A. Open Enrollment / School Selection

The district's formal enrollment period for the parents and guardians of middle level students was modified for the 2024-2025 school year with the implementation of the new Proximity Plan for middle school students. The proximity plan is focused on reducing the attendance zones for students. Reduction of the attendance zone will decrease the size of the subzones and reduce the time traveled on the bus routes.

Families participating in the Open Enrollment (rising 5th graders and students new or re-enrolling to the district) will rank the schools within the proximity plan attendance zones. Students will only receive transportation for middle schools within the residential choice proximity zone in which they reside. Families who require bus transportation will always be guaranteed an available seat at a school with capacity in their proximity zone. Middle School Proximity Plan will impact student population and not individual school program. Offerings: Art application program will continue at the current sites: Bonita Springs Middle, Cypress Lake Middle, North Fort Myers Academy, Harns Marsh Middle, Oak Hammock Middle and Veterans Park Academy. Transportation will be provided only if school is within the student's Middle School Proximity Zone.

The sibling preference (the ability to link younger siblings to older siblings at a school) will continue as an assignment factor in the lottery. Incoming middle school student will receive enrollment with the sibling during open enrollment unless a new school choice application is submitted during Open Enrollment for a school different from the sibling's school of enrollment. Siblings link when there is a common address and a common parent. A sibling enrolled after Open Enrollment has closed is not guaranteed same school of enrollment.

Incoming 6th grade sibling will automatically link to older sibling to receive enrollment in a school out of proximity. Students must enter the lottery for a school within the proximity plan attendance zone to continue to receive bus transportation services.

*If there are no available seats within a proximity zone, then the student will be transported to a designated adjacent proximity zone.

The lottery process is used in situations in which the number of applicants for a school exceeds the available seats. The system first considers the preferences that a student has and then randomly processes applications when placing students. The preferences are not guaranteed after Open Enrollment.

Enrollments from the lottery are made to fill the capacity of the school according to the following preferences:

- Exceptional Student Education (ESE) and programs
- Sibling preference
- Proximity 1 (P1 - residence within two miles of school)
- Proximity 2 (P2 - the school most near the residence within school zone)
- Serious illness or death of custodial parent (House Bill 7029)
- Dependent child of active-duty military personnel whose move is a result of military orders (House Bill 7029)
- Relocated due to foster care placement in a different school zone (House Bill 7029)
- A move due to court-ordered change in custody (House Bill 7029)

B. Enrollment Residential/Proximity Plan Zones: Middle Schools

Any student residing in any zone may request The Sanibel School. Transportation is not provided. Parents will request The Sanibel school by emailing studentenrollment@leeschools.net Parent will rank order the schools in the proximity zone linked to the residential address. Students enrolled in Bayshore for 5th grade will roll into Bayshore for 6th grade. Students enrolled in Pine Island Elementary for 5th grade will be preplaced in Trafalgar Middle for 6th grade. Bayshore parents and Pine Island parents may request a different school in their proximity zone by contacting studentenrollment@leeschools.net.

Proposed Proximity Plan Zones: Middle Schools

<p><u>Proximity Zone AA</u> Challenger Middle Mariner Middle</p>	<p><u>Proximity Zone BB</u> Gulf Middle Trafalgar Middle</p>	<p><u>Proximity Zone CC</u> Caloosa Middle Diplomat Middle North Fort Myers Academy</p>
<p><u>Proximity Zone D/DD</u> Alva (K-8)</p>	<p><u>Proximity Zone EE</u> Fort Myers Middle P.L. Dunbar Middle</p>	<p><u>Proximity Zone MM</u> Cypress Lake Middle Lexington Middle</p>
<p><u>Proximity Zone GG</u> Bonita Springs Middle Three Oaks Middle</p>	<p><u>Proximity Zone HH</u> Lehigh Acres Middle Lemuel Teal Middle Veterans Park Academy</p>	<p><u>Proximity Zone JJ</u> Harns Marsh Middle Oak Hammock Middle Varsity Lakes Middle</p>
<p><u>Proximity Zone LL</u> The Sanibel School (K-8)</p>		

V. STUDENT ENROLLMENT PROCESS: HIGH

A. Open Enrollment / School Selection

The Open Enrollment period allows students that are entering High school and students who are new or re-enrolling to the district or students that have changed residential/choice zones or sub-zones to submit school choice applications. Participation in the enrollment process for students at other grade levels is optional but is limited to two schools of enrollment per level (middle and high). Parents and guardians submit their children's applications during the specified period through their FOCUS Parent Portal. Parents needing assistance with the creation of the FOCUS Parent Portal should contact their child's school. Registration and enrollment are completed through the FOCUS portal.

Parents may submit the school choice application through the parent portal in FOCUS **ANY DAY** during the advertised Open Enrollment period. Placements are made at the **end** of the enrollment period. Entering an application on the first day does **NOT** impact a parent's guarantee of a particular school. Parents and guardians will be notified of their school after the lottery is run at the end of the enrollment period through FOCUS.

At the time the school choice application is entered, families are required to rank, in preference order, all of the available schools in their residential/choice zone. The District makes every attempt to accommodate parental preferences using the factors established in this policy, as described below.

B. Enrollment Residential/Proximity Plan Zones, Sub-Zones and Programs: High Schools

As explained more fully below, the plan divides the District into three Residential/Choice Zones and each of these three zones is further divided into three sub-zones for High School students. This makes a total of nine areas, excluding the three barrier islands. Because of the strong community concern for equity, the District established funding priorities for capital improvement projects to maintain equivalency of facilities among the Residential/Choice Zones and sub-zones, as well as, maintaining adequate capacity for students residing within each zone and sub-zone.

1. Residential Choice Proximity Zones

In order to provide **all** parents and guardians with a significant number of school options closer to their homes and to allow for diverse school enrollments, the plan divides the District into three large, contiguous, geographic regions or residential/choice zones.

The West Zone is generally the portion of Lee County located west and north of the Caloosahatchee River. The East Zone is generally east of Interstate 75 and north of Dr. Martin Luther King Jr. Boulevard. The South Zone is generally south of Dr. Martin Luther King Jr. Boulevard and the Caloosahatchee River.

Existing and planned transportation networks, topographical constraints, available

school capacity at each level, and student demographic characteristics were considered in developing the Residential Choice Proximity Zone boundaries. Community cohesiveness and the proximity of schools to concentrated student populations also were considerations in the formation of the zones. The zone boundaries maximize the availability of nearby schools for all families in the District and minimize the need for cross-zone and cross-county transportation networks.

2. Sub-Zones

In response to the desire of Lee County residents for increased opportunities to attend schools closer to their homes and to help the District manage transportation more effectively, the plan relies on sub-zones within each of the three Residential/Choice Zones. This increases the opportunity for students to attend schools closer to their homes and helps to reduce transportation costs.

Each of the three zones is divided into three sub-zones. Under the school selection procedures discussed further in this plan, parents or guardians select from among the schools in the sub-zone in which he or she resides and in any contiguous sub-zone within the same zone. In the event all schools at the student's level in the student's sub-zone and contiguous sub-zone are over capacity, the Superintendent (or his designee) may authorize enrollments to a noncontiguous sub-zone within the zone.

3. Advanced Programs / Magnet Programs

The plan provides for The District to offer Advanced Programs/Magnet Programs in the Arts, International Baccalaureate (IB), Cambridge, and FGCU Collegiate. These programs continue to have admissions or eligibility criteria. Parents and guardians of students applying to the advanced programs must comply with the application procedures of this plan, and students must meet the application requirements for the selected program.

Advanced Programs/Magnet Program available for high school students include the FGCU Collegiate at Bonita Springs High and Gateway High and Island Coast High; the International Baccalaureate Programs at Cape Coral High, Dunbar High, Fort Myers High, and Riverdale High; Cambridge Programs at Bonita Springs High, Cypress Lake High, East Lee County High, Estero High, Gateway High, Ida S. Baker High, Island Coast High, Lehigh Senior High, Mariner High, North Fort Myers High and South Fort Myers High; Arts at Cypress Lake High, Lehigh Senior High, and North Fort Myers High.

Parents and guardians of students residing in Lee County must submit an enrollment application for these high school programs during the designated annual open enrollment period beginning mid-January. Only "new" students to the District are permitted to apply and enroll in a special high school or middle school program after the open application period has ended. By definition, a "new" student to the District is one that moves to Lee County from another Florida county, from outside the State of Florida, or from outside the country.

Students enrolling from another zone or subzone within the District are not considered “new” students. Additionally, students enrolling from a private school, virtual program, charter school and/or homeschooled in Lee County are not considered “new” students for purposes of the plan. Students that are enrolled in a school after the Open Enrollment period may be considered for the school’s Advanced Program/Magnet Program if the student meets the requirements. Additionally, students accepted into an Advanced Program/Magnet Program are committing to four (4) semesters. Students exiting the Advanced Program/Magnet Program prior to completion of 4 semesters may be assigned to a different school. High schools offer career academies that students and parents are encouraged to review.

Under the Plan, the District replicates and expands educational programs by following a district process to ensure that all programs meet the same high standards of quality and instructional value. Current information is available on the District website www.leeschools.net.

VI. FACTORS AFFECTING INITIAL SCHOOL OF ENROLLMENT

In addition to parental preference, the primary factor relied upon by the plan, other factors may impact the enrollment of students to schools.

A. Instructional Capacity

Prior to making student enrollments for each school year, the Superintendent (or designee) determines the capacity of each school. The capacity determination for any school will include class size requirements, as required by Florida Constitution and state law. The capacity determination may also include seats set aside for ESE, or other specialized programs.

B. Sibling Preference

Parents may choose to request their younger child(ren) be enrolled in the same school by entering a school choice application in FOCUS ranking the school selections in the same order. Siblings are defined as children **residing at the same address and having the same guardians**.

- Parents with siblings currently enrolled in The School District of Lee County will receive notification prior to the first enrollment period indicating that their siblings are enrolled in the same school for the upcoming school year. There is no need for the parent to complete a school choice application in FOCUS, unless the parent is desiring to change the school of enrollment out of zone.
- **Parents are responsible to ensure siblings connect via parent name and address. Parents need to check their Focus Parent Portal to ensure addresses are current.**
- The District will attempt to give parents with siblings enrolling **after** the first application period priority in the lottery process; however, if capacity does not exist, the parent will need to decide to accept an enrollment to a different school for the incoming student.

- Younger Siblings (K-5) are guaranteed a seat when older sibling is in 6th-8th grade at a K-8 school, if applying during Open Enrollment.
- High School students accepted in an Advanced Program/Magnet Program does not guarantee the sibling to be placed at the school. Applying for the Advanced Program/Magnet Program is a choice.

Currently enrolled elementary and middle school students enrolled in a school out of proximity via the waiver of grandfather, continuation or cross zone will have the younger sibling enrolled in the out of zone school. Proximity Preferences - Proximity 1, Proximity 2

Each Residential Choice Proximity Zone school has a "Safe-Walk Zone" (a two-mile range per Florida Statute) delineated by the District. The size of the Safe-Walk Zone varies according to (1) Residential/Choice Zone boundaries, (2) the reasonable walking distance limit defined by Florida Statute, and (3) safe walking conditions. Students who reside within the Safe-Walk Zone-proximity preference 1 (P1) and select that school, are given a preference in the student enrollment process over students who live outside the P1 Safe-Walk Zone, subject to higher ranked priorities and capacity. **High Schools have only P1** as a proximity preference. This is due to high schools offering specific programs that may attract students from multiple subzones within the zone. Students may choose to have longer travel times on the bus at the high school level to meet their educational needs.

Proximity preference 2 (P2) is implemented for students applying for grades K through 8. This provides a second level of proximity preference from the end of the P1 (within 2 miles) area reaching up to approximately 5 miles or the school that is identified as the school most near the residence within school zone. The distance for the P2 school may exceed 5 miles.

C. Lottery

A lottery process is used in situations in which the number of applicants for a school exceeds the available seats. The system first considers the preferences that any student has and then randomly processes applications when placing students. Enrollments from the lottery are made to fill the capacity of the school according to the following preferences:

- ESE and special programs
- Sibling preference
- Proximity 1 (P1)
- Sibling guarantee
- Proximity 2 (P2) (elementary and middle school)
- Serious illness or death of custodial parent (HB 7029)
- Dependent child of active-duty military personnel whose move is a result of military orders (HB7029)
- Relocated due to foster care placement in a different school zone (HB7029)

- A move due to court-ordered change in custody (HB7029)

D. Continuation Opportunities

Under the plan, students have the option to continue in their current schools until they complete the highest grade offered at that school. Transportation is **NOT** guaranteed under the “continuation” enrollment option. **Continuation opportunity may be revoked due to discipline matters, attendance/tardies and academic issues.**

Students who move from one Residential/Choice Zone to another within the District are treated as a student new to the District and are required to choose from among the schools in their new Residential/Choice Zone in accordance with the student enrollment process outlined in the plan. Students who move to a different Residential/Choice Zone after enrollment is complete have the option to request to remain in their school of enrollment for the remainder of the academic school year. Parents or guardians apply for and receive a moving waiver for temporary (current school year) continuation of enrollment as described herein. Transportation for such students is provided only if transportation routes exist and seats are available on the bus. **Moving waivers may be revoked due to discipline matters, attendance/tardiness, and academic issues.**

A change of residence within a Residential/Choice Zone has no impact on student enrollment; however, the parent or guardian must provide notification of the residential address change to the school where the student is enrolled so that student transportation may be arranged. Students who move from one sub-zone to another within a Residential/Choice Zone may remain in their current school of enrollment to the highest grade available. If they move to a sub-zone in which they would otherwise be ineligible to attend their current school, the District only provides transportation if routes exist and seats are available on the bus.

E. New and Re-Enrollment in FOCUS Portal

Enrollments for students new to the District or students re-enrolling to The School District of Lee County are processed on a first-come, first-serve basis after the Open Enrollment window has closed in order to enroll students to schools as quickly as possible. The District enrolls these students to schools on the day their initial application is completed. Students that are currently enrolled in The School District of Lee County and wish to submit a new school choice application after Open Enrollment will need to contact studentenrollment@leeschools.net to request FOCUS application to be opened. **When a NEW application is submitted, the student is giving up their seat at their current school of enrollment due to capacity.** Many schools throughout the District, especially those highly selected and in densely populated areas could reach capacity as outcome of the Open Enrollment lottery process.

VII. CHANGING SCHOOLS / SECOND SEMESTER TRANSFERS & WAIVERS

A. Enrollment Application Results

Every effort is made to accommodate the choices of parents or guardians within the parameter of school capacity and preferences discussed above. Enrollments are made in accordance with this system until all students are enrolled or until no seats remain at the school and grade level. Students not receiving their first-choice school may contact studentenrollment@leeschools.net through July 31 for a possible new school. **There is no eligibility pool/waitlist.**

After July 31st, there is **no movement** of students. Students who have a school of enrollment remain at current school. The Second Semester transfer process is the next opportunity to request a different school of enrollment.

B. Second Semester Transfer

In addition to Open Enrollment, the District has one scheduled opportunity for students in grades KG through 11 to apply for a second semester transfer. Second Semester Transfer request will be submitted through the Focus parent portal beginning November 1-10. Approval is dependent on seat availability.

Parents or guardians may request **one** transfer for their child to attend another school in their residential/choice proximity zone **one** time during each of the three levels (elementary, middle and high) by reapplying for a second semester transfer and entering the school choice application through FOCUS. Such transfers are subject to the same factors affecting initial school enrollments. **A student's last opportunity for the one transfer is at the end of the first semester of his or her eleventh (11th) grade year.** Absence of extenuating circumstances, only **one** such transfer is permitted during these levels. The District is focused on stabilization, continuity, and each student's academic success.

C. Waivers

There are **six** recognized grounds for waivers allowing permanent enrollments that are not subject to the enrollment factors of the plan:

- Employee Waiver
- Cross Zone Waiver (reviewed only one time – decision is final) *seats must be available at requested school.
- Medical Waiver
- Advanced Program/Magnet Program Exit Waiver
- High School Career Academy Waiver accepted after Open Enrollment window concludes through May 1st.
- Hardship Waiver

Parents must provide their own transportation if a waiver is approved unless transportation is already set up and there are seats available on the bus.

1. Employee Waiver In-County / Out-County

An employee may request a waiver when he or she works at a school on a **full-time** basis, as defined by the employment contract, and wants his/her child to attend the school the employee is staffed at or the school most near with seat availability. An employee waiver may be renewed annually for as long as the employee maintains full-time employment status at that school.

2. Cross Zone Waiver

A cross zone waiver may be granted when extenuating circumstances, which can be documented, exists for a family and those circumstances necessitate the placement of a student at a school in a different zone, subzone or proximity enrollment zone. Per Board policy 5120, cross zone waivers are reviewed one time. **The deadline for submitting a Cross Zone Waiver for the upcoming school year is July 31st. Cross zone waiver approval is contingent on available seats at requested school.**

3. Medical Waiver

A parent may submit a Medical Waiver Application when extenuating medical circumstances exist for the **student**. A letter from a parent, along with documentation from a physician must accompany request. Documentation should include medical condition, date of diagnosis, severity of condition, frequency of condition, hospitalizations, medication required, and additional information or procedure to be performed. Medical waivers are reviewed by the Health Services team.

4. Advanced Program/Magnet Program Exit Waiver

Program exit waivers may also be granted for those students who have not been enrolled in the Arts, International Baccalaureate (IB), Cambridge or FGCU Collegiate for four consecutive semesters and want to leave the program. School Principal and Coordinator of Program will review waiver prior to submittal to the Student Enrollment Department. If exit waiver is not approved by principal student may be placed in another high school with available seats.

5. High School Career Academy Waiver

Career Academy waivers may be granted for those students requesting enrollment in a high school with a particular academy of interest. Request will be received by The Student Enrollment Department and reviewed by the Career and Technical Education (CTE) Department and Academic Services staff. High School Career Academy waivers for the upcoming school year are due by May 1st.

6. Hardship Waiver

A waiver may be granted when extenuating circumstances, which can be documented, exist for a family and those circumstances necessitate the placement of a student at a different school than the school enrolled. An older sibling requesting a transfer to younger sibling's school of enrollment is not considered a hardship. Hardship waivers receive one review. **The deadline for submitting a hardship waiver is July 31st, unless an extenuating circumstance exists.**

D. Moving/Change of Address

In the interest of promoting student enrollment stability, the District will add a moving waiver, when student has a new address out of zone. Such a waiver shall expire at the end of the academic year. A letter will be emailed to the parent indicating the address is out of zone and student can remain in the current school for the remainder of the year. If parent needs transportation parent is instructed to contact studentenrollment@leeschools.net for a new school in the new proximity zone. Student will be required to have an in-zone school for the upcoming school year.

A student who has attended a high school for four consecutive semesters and moves to a different zone may request a waiver. He/she is eligible for a High School waiver to stay at that school until graduation. Transportation will not be available.

VIII. FLORIDA HOUSE BILL 7029 ENROLLMENT and TRANSFERS

In addition to the opportunities for school enrollment addressed in other provisions of this plan, students residing in other school districts in the state of Florida, who are not subject to suspension or expulsion, may exercise their right under Florida House Bill 7029, to seek enrollment to a school in the Lee County School District which has not reached capacity. Such school enrollments shall be made according to the following process. Other provisions of the plan do not apply to enrollment under this section unless specifically stated.

A. Applications

Applications will be accepted during a two-week period beginning four weeks prior to the start of the following school year. A lottery will be conducted at the end of the two weeks to determine available capacity based on the following lottery preferences (b through e carry the same weight):

- Serious illness or death of custodial Parent
- Dependent child of an active-duty military personnel whose move is a result of military orders.
- Relocated due to foster care placement in a different school zone.
- A move due to court-ordered change in custody

B. Capacity

School capacity for purposes of Florida House Bill 7029 under this section is defined as 90% of program capacity to meet growth in five years based on projections. The capacity of each school in the District and a separate listing of schools that have not reached capacity is maintained on the District website. If the District website shows capacity is available at a school in which the student is seeking to enroll, the parent must contact the student enrollment office to determine whether the available seat(s) are of the grade and service delivery model appropriate to serve the student. School enrollment of students pursuant to this provision is based on the availability of a seat appropriate to meet the student’s educational needs. If the student’s needs change and the seat is no longer appropriate to serve the student, the parent must return to the Student Enrollment office to determine if an appropriate seat is available. If there is no seat available in the school that is appropriate to serve the student, the student will be required to return to the district of residence to seek enrollment at a school with services needed to serve the student appropriately.

C. Continuity

Students will be grandfathered to the highest level of school enrolled.

D. Transportation

Transportation is not provided to students enrolled to a district school under this section.

E. Limitations

School transfer under this provision is not permitted.

F. Preferences

The preferences addressed in section II.A. of The Student Enrollment Plan, including proximity and sibling preferences do not apply to students residing outside of the Lee County School District enrolled or transferred under this section.

G. Revocation

The enrollment or transfer of a student to a Lee County District school under this section shall be revoked: 1) immediately, if the student receives an expulsion or out of school suspension, and 2) at the semester break, if the student’s attendance is insufficient to meet educational needs as determined in the sole judgment of the school principal.

H. Waivers

School enrollment waivers addressed in section VI.C of the plan are not available to student’s seeking enrollment or transfer under this section.

IX. STUDENT ENROLLMENT OFFICE INFORMATION

The District Student Enrollment Office is in the Lee County Public Education Center at 2855 Colonial Blvd., in Fort Myers. Public office hours: Monday-Friday, 9:00 AM-3:30 PM by appointment using the QLESS scheduling application. The Student Enrollment Office follows the District calendar. If the District is closed, Student Enrollment is closed.

- Registration and enrollments/re-enrollments are submitted through the Focus portal.
- Office visits & walk ins are scheduled through the QLESS application.
- Parents and guardians may email questions regarding registration and enrollment to studentenrollment@leeschools.net. Please include your child's full name and date of birth.
-

School District of Lee County
Student Enrollment Office
2855 Colonial Blvd.
Fort Myers, FL 33966
studentenrollment@leeschools.net