

Prescott Unified School District

Enrollment Process for Elementary Schools

All three elementary schools (Abia Judd, Lincoln, and Taylor Hicks) work collaboratively to ensure that all families who would like to attend a PUSD elementary school are accommodated. This document will outline the enrollment process in addition to the open enrollment process and capacities.

Timeline:

4th Monday in January: Pre-Registration forms go home with all currently enrolled students.

4th Friday in January: All pre-registration forms are due back to the school

3rd Week of February: Kindergarten Open Houses are held at each individual school

3rd Thursday of February: On-Line registration opens to all grades for the upcoming school year

4th Thursday of February:

- All students living within the school's attendance boundaries are accepted.
- New students living in PUSD boundaries but out of attendance area are accepted, if building is not at capacity (see below). Open Enrollment process will be implemented if capacity is met.

1st Thursday of March:

- New students living outside of PUSD boundaries will be accepted, if building is not at capacity (see below). Open Enrollment process will be implemented if capacity is met.
- These students must fill out an Open Enrollment application.

March - August:

- All students living within the school's attendance boundaries are accepted.
- New students outside of school's attendance boundaries or PUSD boundaries will be accepted, if building is not at capacity (see below).

Buffered Capacity:

Once schools reach buffered capacity they will continue to accept in attendance boundary students. If the student is out of attendance boundary, they will accept students based on the following process:

Review the [ES Enrollment Document](#)

- If the requested school has the lowest class average, they will accept the student.
- If a different school has a lower class average, the family will be referred to that school.
 - If the family does not want to attend that school, they may be placed on a waiting list at the requested school.
- If the schools have the same average they will rotate who takes the out of boundary student. For example Abia will take the first family, Taylor Hicks the second family, and Lincoln the third.

Max Capacity:

Once schools reach max capacity they will continue to accept in attendance boundary students. If the student is out of attendance boundary but within PUSD they will refer them to the residing school. If they are out of PUSD, we will accept based on the following process:

Review the [ES Enrollment Document](#)

- If the requested school has the lowest class average, they will accept the student.
- If a different school has a lower class average, the family will be referred to that school.
 - If the family does not want to attend that school, they may be placed on a waiting list at the requested school..
- If the schools have the same average they will rotate who takes the out of boundary student. For example Abia will take the first family, Taylor Hicks the second family, and Lincoln the third.

Enrollment Capacities:

Grade Level	Number of Sections	Buffered Capacity	Max. Capacity
Kindergarten	2	18	24
Kindergarten	3	21	24
Kindergarten	4	22	24
1st Grade	2	21	25
1st Grade	3	22	25
1st Grade	4	23	25
2nd Grade	2	23	27
2nd Grade	3	24	27
2nd Grade	4	25	27
3rd Grade	2	24	28
3rd Grade	3	25	28
3rd Grade	4	26	28
4th Grade	2	26	30
4th Grade	3	27	30
4th Grade	4	28	30