

# NASSAU COUNTY SCHOOL DISTRICT

## CONTROLLED OPEN ENROLLMENT PLAN (COEP)

### 2025 - 2026

#### **Rationale**

In order to promote and encourage parental involvement and ensure students have access to a school that meets their needs, the Florida Legislature enacted Section 1002.31, Florida Statutes, which directs each school district to develop a controlled open enrollment plan.

This document serves as the NCSD **Controlled Open Enrollment Plan (COEP)**. The plan is in compliance with all aspects of FS 1002.31 and NCSD Administrative Rule 5.122.

#### **Capacity Determination**

A key aspect of the **COEP** is determining which schools in the district are “at capacity” and which are not. Only the schools in the district that have been identified not to have reached capacity are eligible through this process. Requests for enrollment in schools that have been identified as at capacity require approval of the principal(s) and the board of education.

School capacity is defined as permanent capacity as determined by Department of Education on the Florida Inventory of School Houses (FISH) report, as modified by the district taking into account programmatic capacity considerations, and the Class Size reduction Amendment (F.S.1003.03).

- School capacity determinations must be updated every 12 weeks and identified on the district’s website.
- In determining capacity the District will incorporate the specifications, plans, elements, and commitments contained in the school district educational facilities plan and long-term work programs, as well as other planning considerations such as anticipated enrollment growth and pending boundary changes.
- The district will determine 80% of non-program related FISH capacity, as a threshold for **COEP** recipient schools; leaving room for growth.
- There may be schools under 80% capacity that will not be available to receive COEP student assignments due to specific program space needs or other planning considerations such as pending boundary changes, projected growth from new developments or planned construction projects.

Example: School A has a FISH capacity of 1000. 80% of FISH for School A would be 800. Actual enrollment for School A is 750. School A would have 50 **COEP** seats available.

- Since it is not possible to make an accurate determination of capacity for new schools scheduled to open the following school year, new schools will not be eligible for the **COEP** during their first year.
- Schools with less than 10 available seats will not be subject to Controlled Open Enrollment

### **Eligibility**

The **COEP** allows a student to transfer from any school, whether it is a NCSD school or not, to a school that has been identified to have capacity. Relevant factors include:

- That the receiving school have available capacity.
- The student is not subject to a current expulsion or suspension.

### **Application Process and Timeline**

Application Window 1:	May 1 – May 25, 2025 Notification: May 27 – June 3, 2025 Start Date: August 11, 2025
Application Window 2:	November 1 – 24, 2025 Notification: December 2 – 6, 2025 Start Date: January 6, 2026
Application Window 3:	February 2 – 27, 2026 Notification: March 2 – 6, 2026 Start Date: March 23, 2026

### **Preferential Treatment**

Priority for enrollment under the **COEP** will be given to the following groups:

1. Dependent children of active duty military personnel whose move resulted from military orders;
2. Children who have been relocated due to foster care placement in a different school zone;
3. 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; and
4. Students residing in Nassau County, Florida.

### **Lottery**

A lottery process will be utilized if the number of applicants exceeds the number of seats available in a chosen **COEP** school.

### **Continuity of Educational Choice**

A student who transfers pursuant to the **COEP** may remain at the school chosen by the parent and approved through the **COEP** process until the student completes the highest grade level at the school. Once a student has completed the highest grade level at the school, the student may submit an In-County or Out-of-County Transfer request to the next grade band school in the corresponding feeder pattern for consideration by the principal.

### **Appeals**

A situation may occur that a parent feels requires additional consideration. Should this happen, a request as a hardship case shall be made in writing to an appeals committee that is appointed by the Superintendent. The appeal must provide additional information to be considered in making the decision.

### **Revocation of Transfer**

Transfers approved through the **COEP** process may be revoked if the student is excessively tardy to school, is frequently checked out early from school, is dropped off at school before the campus is open, remains at school beyond the dismissal time without prior arrangement with school officials or is referred to the principal for disciplinary action. Students who have their **COEP** transfer revoked will be required to return to the school located in the attendance zone where they live.

### **Assurances**

The **COEP**:

- Will adhere to federal desegregation requirements.
- Will allow parents to declare preferences, including placement of siblings within the same school.
- Will maintain socioeconomic, demographic, and racial balance.
- Will not provide for transportation for students attending a school outside of their resident attendance zone.

### **School Capacity Determinations for the 2024-2025 School Year**

The following schools have been identified as having capacity and are eligible for consideration under the **COEP** for the 2024-2025 school year:

Bryceville Elementary  
Yulee Elementary School  
Yulee Primary School

The following schools are not eligible for consideration under the **COEP** for the 2024-2025 school year:

Callahan Elementary School  
Callahan Intermediate School  
Callahan Middle School  
Emma Love Hardee Elementary School  
Fernandina Beach High School  
Fernandina Beach Middle School  
Hilliard Elementary School  
Hilliard Middle-Senior High School  
Southside Elementary School  
West Nassau High School  
Wildlight Elementary School  
Yulee High School  
Yulee Middle School