

INTERDISTRICT ATTENDANCE — HIGH SCHOOLS/DISTRICT OF CHOICE**Application Process and Timelines**

An application requesting a transfer to the San Rafael High School District shall be submitted by the parent or guardian of a student prior to January 1 of the school year preceding the school year for which the student is requesting to be transferred. This application deadline may be waived by agreement of the school district of residence of the student and the District. The application deadline does not apply to an application requesting a transfer if the parent or guardian of the student, with whom the student resides, is enlisted in the military and was relocated by the military within 90 days prior to submitting the application.

The application must be submitted using the appropriate forms. The student and parent/guardian must first obtain approval for the student's transfer from the student's district of residence.

Transfer applicants will be subject to existing entrance criteria applicable to all applicants to specialized schools or programs.

The Superintendent or designee may request any information needed to verify the validity of the request from the student, parent/guardian, other district personnel and/or school personnel from the student's district of residence and last school of attendance.

Not later than 90 days after receipt by the District of an application for transfer, the District may notify the parent/guardian in writing whether the application has been provisionally accepted or rejected, or of the student's placement on a waiting list. Final acceptance or rejection shall be made by May 15 preceding the school year for which the student is requesting to be transferred.

If the application is accepted, a notice may be provided to the district of residence. If the application is rejected, the District may set forth in the written notification to the parent/guardian the specific reason or reasons for that determination.

The District may reject the transfer of a student if that transfer will require the District to create a new program to serve the student, except that the District may not reject the application of an individual with exceptional needs or an English language learner on this basis. An application for a transfer will not be approved if the transfer will displace a student who resides in the district or is currently attending a district school, or if the transfer would adversely affect an existing desegregation plan.

Random Selection/Lottery

If the number of transfer applications exceeds the number of transfers the Board elects to accept, approval for transfer shall be determined by a random drawing at a regularly scheduled meeting of the Board. Siblings of students already in attendance in the District shall be given priority in the lottery. Children of military personnel may be given priority in the lottery.

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(continued)

Continued Enrollment

Once a student is accepted as a transfer student, his/her transfer will be automatically renewed, unless the District withdraws from participation in the School District of Choice program. However, a student must resubmit an application if, at anytime, his/her school district of residence changes.

Revocation of Transfer

A student's transfer may be revoked if the student is recommended for expulsion from the District.

Students Who Move Outside the District

If a student moves out of the District and wishes to continue attending a school in the District, the parent/guardian must apply to the new district of residence for a transfer back to the District. If the move is during the school year, the application for transfer must be received by the District within 30 days after the move. If the move takes place during the summer months, the application must be received 30 days prior to the new school year.

When the request is submitted to the District, the District has three options:

- (a) allow the student to remain in the District through the end of the school year (if the move is during the school year), but do not accept the student as a School District of Choice transfer. The student could apply for a transfer for the following school year; or
- (b) accept the student as a School District of Choice transfer, which would assure that the student's transfer will be automatically renewed on an annual basis, unless the District withdraws from participation in the program; or
- (c) deny the transfer request.

Regulation

approved: December 8, 2008

SAN RAFAEL CITY SCHOOL DISTRICT

revised: December 13, 2010

San Rafael, California