

**STUDENTS**  
**INTRADISTRICT OPEN ENROLLMENT****Order of Enrollment**

Students will be assigned to schools, including those approved for intradistrict attendance, contingent upon space availability in the following priority order:

1. Students currently attending their school of residence;
2. Students retained in their current school of attendance;
3. Students overflowed from the school who are returned to their school of residence in the order in which they were overflowed;
4. Students who must be placed in a particular school due to legal mandates or extreme issues;
5. Students enrolled in a special program offered exclusively at a particular school;
6. Students who are currently attending the school with an intradistrict agreement;
7. Siblings of students enrolled in a special program offered exclusively at a particular school;
8. Students new to the school who have applied for an intradistrict agreement (up to state and district enrollment guidelines).

A waiting list shall be established to indicate the order in which students may be accepted as openings occur. Late applicants may be added to the waiting list in the order in which they applied.

Children of employees are given priority within any of the above-listed groups. (E.C. 35160.5)

**Timelines**

Applications will be available in school offices the first Monday in February. The deadline for returning completed applications will be the fourth Friday in March.

The superintendent or designee shall inform applicants by mail as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated. This notification will take place by the third Friday in May for Grades 1-8, and will take place by the last Friday of July for Transitional Kindergarten and Kindergarten.

Applicants who receive approval must confirm their enrollment within ten days of receiving notification. If enrollment is not confirmed, the approval will be considered rejected and the approval will be voided.

**Notifications**

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current

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statutory attendance options and local attendance options available in the District. Such notification shall include: (Education Code 48980)

1. All options for meeting residency requirements for school attendance.  
*(cf. 5111.1 - District Residency)*  
*(cf. 5111.12 - Residency Based on Parent/Guardian Employment)*  
*(cf. 5111.13 - Residency for Homeless Children)*
2. Program options offered within local attendance areas.
3. A description of any special program options available on both an interdistrict and intradistrict basis.
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied.
5. A District application form for requesting a change of attendance.
6. The explanation of attendance options under California law as provided by the CDE.

**Transfers for Victims of a Violent Criminal Offense**

Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the superintendent or designee. In making the determination that a student has been a victim of a violent criminal offense, the superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The superintendent or designee shall consider the needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.

**Transfers from a "Persistently Dangerous" School**

Upon receipt of notification from the California Department of Education (CDE) that a District school has been designated as "persistently dangerous," the superintendent or designee shall provide parents/guardians of students attending the school with the following notifications:

1. Within 10 days of receipt of the notification from CDE, notice of the school's designation.

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2. Within 20 days of receipt of the notification from CDE, notice of the option to transfer their child.

*(cf. 0450 - Comprehensive Safety Plan)*

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide a written request to the superintendent or designee and shall rank-order their preferences from among all schools identified by the superintendent or designee as eligible to receive transfer students. The superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.

The superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. For students whose parents/guardians accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. If parents/guardians decline the assigned school, the student may remain in his/her current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

The superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a District school.

*(cf. 5117 - Interdistrict Agreements)*

**Other Intradistrict Open Enrollment**

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. The superintendent or designee shall identify those schools which may have space available for additional students. A list of those schools and open enrollment applications shall be available at each school site, the District Office, and on the District's web site.
2. After the enrollment priorities have been applied in accordance with Board Policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.
3. The superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.

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4. Approved applicants must confirm their enrollment within 10 school days.

Once enrolled, a student shall not be required to reapply for readmission. However, the student may be subject to displacement due to excessive enrollment.

Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

*(cf. 1312.3 - Uniform Complaint Procedures)*

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**ACADEMY LOTTERY ENROLLMENT**

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The academy is a schoolwide program housed within a neighborhood school. Therefore, all students who live within the attendance boundary of the academy are considered students of the academy without the need for lottery application.

The academy's enrollment priorities are as follows:

1. Students living within the attendance boundary of the academy school;
2. Initial implementation year: all intradistrict students attending Sylvan Elementary School in the 2016-2017 school year will be grandfathered into attendance for the remainder of elementary school;
3. Initial implementation year: all interdistrict students attending Sylvan Elementary School in the 2016-2017 school year will be grandfathered into attendance for the remainder of elementary school, pending space available;

**Any remaining spaces will be filled by the lottery process based upon the following priorities:**

1. Two seats per SUSD elementary school area.
2. Siblings of students enrolled in the academy for the following school year. A sibling is a brother, sister, stepbrother, stepsister, or foster child living in the same household.
3. Siblings of applicants chosen in the lottery for the following year. A sibling is a brother, sister, stepbrother, stepsister, or foster child living in the same household.
4. Students living outside the SUSD attendance boundary, but only in the case of an exhausted waiting list.

Based on the results of the lottery, a waiting list is maintained year to year, and once a student's name is on the list, there is no need to reapply. If an applicant from the waiting list is offered attendance, but declines, they are removed from the wait list and must reapply the following year.

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**Timelines**

Academy applications will be available in all SUSD school offices the first business day in February. The deadline for returning the completed application will be the last business day of February. Applications are only accepted at the academy's school office. No late applications will be accepted.

The superintendent or designee will conduct the academy's lottery the second Wednesday of March in an open-to-the-public forum. The applicants chosen by lottery will be informed by telephone by the superintendent or designee. All applicants not selected will be notified by U.S. Mail.

Applicants chosen by lottery must confirm acceptance of enrollment within two business days of notification. Within 5 business days of acceptance of enrollment, an attendance contract must be completed and submitted to the academy's office. If either of the above timelines are not met, the offer of enrollment will be considered rejected and the approval will be voided.