

INTERDISTRICT ATTENDANCE

Although students generally must attend school in the district where their residency has been established, the Governing Board recognizes justifiable reasons for occasional interdistrict transfers.

The district Superintendent shall be authorized to execute interdistrict attendance agreements with any other public school district.

Upon request, the Board may accept students from another district and may also allow students who live within the district to attend out-of-district schools. Interdistrict attendance may be approved for reasons such as the following:

Attendance of Menlo Park City School District Residents to Other Districts

District residents may attend school in other districts according to one of the following two reasons:

1. Tinsley Voluntary Transfer Program: The court ordered voluntary desegregation plan is available to resident students in accordance with the rules and regulations of the court-ordered mandate.
2. Interdistrict Transfer: This voluntary transfer of enrollment must be authorized by both the Menlo Park City District and the district of desired attendance.

The Menlo Park City School District does not grant interdistrict transfers to district residents as a matter of routine practice. Exceptions may be made for the following reasons:

1. Allen Bill (employment-related) transfers: This applies when a parent/guardian has his/her primary place of employment outside the boundaries of the school district (e.g., a resident who teaches in another school district and wishes to enroll his/her child(ren) in the school where she/he teaches). Primary place of employment is defined as the employee's business address. Employment is defined as working 40 or more hours per week.
2. Child Care: This enables parents to ensure child care needs of the student (Education Code 46601.5).
3. Special Mental/Physical Health/Educational Needs: This allows for special mental, physical health as certified by a physician, or educational needs, as certified by a school psychologist, or other appropriate school personnel.
4. Siblings: This allows for a student to attend with brother(s) or sister(s) attending school in a different district, thus avoiding splitting the family's attendance.

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5. To allow student to remain with a class graduating that year from an elementary or middle school.
6. To provide a major change in school environment for reasons of personal and social adjustment, on a trial basis.
7. When the parent/guardian provides written evidence that the family will be moving to the receiving district in the immediate future and would like the student to start the year in that district.

Attendance of Non-resident Students into the Menlo Park City School District

General Condition:

1. Tinsley transfers according to the court order are automatically approved.
2. No other interdistrict transfer requests will be approved except for:
 - a. Extreme hardship or health reasons
 - b. Children of employees (0.5 FTE) of the Menlo Park City School District
 - c. Children of parents/guardians who have formally notified the district of their address change no later than the date of the move will be excluded from the district at the end of the trimester.

Children of parents/guardians who fail to notify the district of their address change as required will be excluded from the district at the end of the week. (The Superintendent may consider, as a mitigating factor in a mid-year exclusion, the age of the child.) Parents/guardians who fail to comply with this section will forfeit all future opportunities to apply for an interdistrict transfer.

3. A student found to be a non-resident without prior approval will be excluded from the district at the end of the week.
4. All interdistrict transfer agreements must be renewed yearly and are subject to space available each year. It is recommended that the district maintain, as a guideline, a 5% reserve of space, based on current staffing ratio, at each K-5 school and a 3% at the middle school for students who may move into the schools' attendance areas during the year. In addition, another major criterion to be considered is the impact on the enrollment in the future at the middle school.
5. Interdistrict transfer agreements may be revoked for cause at any time.

INTERDISTRICT ATTENDANCE (continued)

The Process

1. Parents/guardian apply to their district of residence for an interdistrict attendance transfer.
2. If the interdistrict transfer application is accepted and approved by the district of residence, it will be forwarded to the receiving district for approval or denial.
3. The district of attendance will claim ADA for revenue purposes.
4. Reimbursement for special educational~~l~~ will be considered by the district on an individual basis.
5. Parents/guardians accept full responsibility for transporting their children to and from school.
6. Students granted an interdistrict transfer must maintain satisfactory attendance, scholastic effort and behavior. Failure to do so may cause the agreement to be revoked.
7. Interdistrict transfer attendance agreements are for one year only. They must be renewed each year by the parents/guardians.
8. Short-term Agreements: agreements for resident and non-resident students may be made by the Superintendent during the time an interdistrict attendance request is being processed if it is the Superintendent's judgment that the request will be sustained at some stage of the process. The duration of these agreements will not exceed the length of time specified in the Education Code.
9. The decision to approve any interdistrict agreement requests may be delayed until after the first week of school when actual enrollment is known.

Administration

1. The district Superintendent will administer the granting of interdistrict agreements in accordance with the law and with the policies of the Menlo Park City School District.
2. The Superintendent shall execute an agreement on behalf of the district with the district in which the student lives. The agreement shall stipulate the terms upon which the interdistrict agreement shall be permitted. The terms of the agreement shall require the transfer of the ADA as determined in the manner provided by Education Code 46600-46618, if applicable.

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3. The parent/guardian of the student who is denied an interdistrict transfer shall receive timely notice, in accordance with law, regarding the process for appeal to the County Board of Education. This notice shall be provided by the district denying the request, or, in the absence of an agreement between the districts, by the district of residence.

Legal Reference:

EDUCATION CODE

46600-46611 *Interdistrict attendance agreements*

48204 *Residency requirements for school attendance*

48209-48209.17 *Student attendance alternatives*

48915 *Expulsion; particular circumstances*

48915.1 *Expelled individuals: enrollment in another district*

48918 *Rules governing expulsion procedures*

48980 *Notice at beginning of term*

52317 *Admission of persons including nonresidents to attendance area; workers' compensation for pupils*

Board Policy Revised/Adopted: January 14, 2015

Previous Adoptions: July 1, 1959, August 11, 1997, October 17, 2002, May 10, 2011

*Menlo Park City School District
Atherton, CA*