

Intradistrict Open Enrollment**I. "School of Attendance" Areas and Open Enrollment****A. Options**

Students residing within District boundaries, or who meet District residency requirements, will attend school based on the following:

1. The "School of Residence," which is determined by the established school boundaries within which a student's parent/guardian has primary residence.
2. The "School of Attendance," which is determined by either (a) "School of Residence," (b) an approved intradistrict open enrollment transfer, or (c) administrative transfer/ placement.

B. Attendance Areas

Prior to March 1 of each school year, the Superintendent will designate attendance areas for the following school year based on the following:

1. Subject to capacity limitations, students living within a "School of Residence" area on or before April 10* of each year have priority to attend the "School of Residence" which serves that area.
2. In addition, students who attended a school on an intradistrict open enrollment transfer the previous year have priority to attend that "School of Attendance" in subsequent years.
3. After April 10* of the previous school year, students who move into the district may be administratively assigned to a school outside of their "School of Residence" area in order to relieve overcrowding or to maintain class size. When a student is administratively transferred for these reasons, the District may allow siblings to attend the same school.
4. A student who is eligible to attend a special education program(s) may be placed in a school outside the student's "School of Residence" area.

C. Open Enrollment

The parents/guardians of students who reside within the District may apply for an intradistrict open enrollment transfer to a school other than their current "School of Attendance" subject to the following guidelines:

1. The Superintendent or designee shall identify those schools which may have space available for additional students for the following school year. A list of those schools and applications for intradistrict open enrollment transfer shall be available at all school sites by March * each year.
2. Parents/guardians must submit a district intradistrict open enrollment transfer application for one school to the present "School of Attendance" prior to April 10* for possible placement in a different school for the next school year.
3. Prior to the approval of any intradistrict open enrollment applications, students placed outside of their "School of Residence" area due to enrollment limitations will be provided the opportunity to return to their "School of Residence."
4. If the number of requests for intradistrict open enrollment transfers exceeds the capacity of the school, the selection shall be made by a lottery. After the lottery process has been completed and parents have been notified, no other intradistrict open enrollment applicants will be considered until the tenth (10th) school day. At that time, the remaining applicants from the original list of applicants will be eligible for a new random drawing selection if space is available.

Intradistrict Open Enrollment**C. Open Enrollment [continued]**

5. Siblings will be placed at Baywood and Pacheco Elementary Schools prior to the Kindergarten lottery process. Siblings will be placed at Teach Elementary School prior to the lottery process.
6. Requests from District .5 FTE or more staff for their Kindergarten student to attend Baywood or Pacheco Elementary Schools will be completed prior to the lottery process. The .5 FTE or more staff must be on the school site requested. Requests from District .5 FTE or more staff for their students to attend Teach Elementary School will be completed prior to the lottery process. The .5 FTE or more staff must be at Teach Elementary School.
7. Between June* and the tenth (10th) school day, only students moving into the "School of Residence" area, new district enrollees (including Kindergarten), or non-residence siblings of students who are already in attendance at that school may register at the "School of Residence." Student registrations will be limited, pursuant to past district practice, to legal and contract class size maximums.
8. The Superintendent or designee shall inform all applicants by mail as to whether their application has been approved, denied, or placed in the applicant pool of the tenth (10th) school day.
9. After the fifteenth (15th) school day of each school year, no request for an intradistrict open enrollment transfer will be approved except in an unusual educational or personal circumstance as determined by the Superintendent or designee.
10. Applicants who receive approval for an intradistrict open enrollment transfer shall be assigned to that school of choice, which now becomes their "School of Attendance."
11. Once approved, an intradistrict open enrollment transfer is valid for subsequent years for that school only. If a student wishes to return to the "School of Residence" or go to any other school within the district, the parent/guardian must wait and apply at the next intradistrict open enrollment period beginning March 1* of the following school year.
CIF regulations should be consulted prior to submitting a secondary open enrollment request.

D. Administrative Transfer/Placement

The District may administratively transfer, or assign, a student who lives in one "School of Residence" area to another school within the district for such reasons as:

1. To provide for the mental or physical welfare of the student, as certified by a physician or for social adjustment as recommended by a principal or district psychologist;
2. To relieve overcrowding or to maintain class size;
3. To provide for extenuating educational or behavioral needs of the student;
4. To provide for placement in a special education program;
5. To allow a student to remain in a school for the rest of the school year when the family has changed residence.

Intradistrict Open Enrollment**E. Parent/Guardian Notification**

Notifications shall be sent to parents/guardians at the beginning of each year describing all attendance options available in the district. This notification shall include the following:

1. Options for meeting the residence requirements (i.e., Residency, Foster Care, Homeless Children), and attendance options provided under California law (Education Code 48980);
2. Program options offered within local attendance areas;
3. A description of the procedure for application for intradistrict open enrollment transfer.

F. Change of Residence

When the location of the student's residence changes during the school year, parents/guardians have the following choices:

1. The student may continue to attend the school in which he/she is presently enrolled for the remainder of the present school year, and then attend the new school of residence for the opening of school the following school year;

G. Change of Residence, continued

2. The student may continue to attend the school in which he/she is presently enrolled for the remainder of the time that the student is in attendance at that particular school level (i.e., elementary, middle school, high school);
3. The student may attend the "School of Residence" in which the parent/guardian now resides, if there is space available;
4. The student may apply to another district school using the intradistrict open enrollment procedure and timeline.

H. Secondary Placement

A pupil's school of attendance at the middle school and high school levels will be established and assigned on the basis on the place of residence of the pupil's parent/guardian.

If there is a desire to have the pupil attend a middle school or high school other than the one established by the parent/guardian's place of residence, the parent/guardian must initiate the District's open enrollment transfer procedure. The choice procedure must be separate for each school level change (i.e., elementary to middle school; middle school to high school).

Pacific Beach Continuation High School is an alternative education program that is not subject to the open enrollment policy.

I. False Residence

If a student is found to be attending a school in an attendance area due to a false address or residency, the student's parents/guardians shall be notified that the student is no longer eligible to attend the school in which he/she is presently enrolled. The District will assign the student to an appropriate school.

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J. Guardianship Requirements

A student living with a person 21 years or older, other than parents/guardians, may enroll in district schools providing guardianship requirements are fulfilled, as follows:

1. A student moving into the district from a residence outside the district must provide legal, court-approved guardianship papers; or
2. A student moving into the district under extenuating circumstances from a residence outside the county must complete the district-approved Special Power of Attorney form and, if appropriate, Declaration of Parent and Relative Regarding Change of Residence form.
3. Homeless students, after school site verification of residence status, will be admitted according to regular district registration procedures.
4. No student will be admitted to a district school until proper legal documentation is provided, including appropriate health records.

II. Yearly Attendance Transfer Timeline

The timeline given below shows approximate dates for major events and deadlines for the intradistrict open enrollment schedule. Specific dates will change each year according to the school calendar and how weekends, holidays, and vacations fall on that year's calendar. This timeline allows the district to provide ample time for open enrollment requests, as well as time for staff to develop appropriate schedules, meet staffing needs, and prepare necessary facilities.

- A. **January:** District enrollment projections and "Building Capacity Loads" are prepared by district staff and are presented to the Board.
- B. **March 1 – April 10*:** Date-stamped requests for intradistrict open enrollment transfers accepted by student's current "School of Attendance."
- C. **April 10 – April 15*:** Adjust school enrollments to include present year involuntary administrative transfers.
- D. **End of May – end of current school year*:** Transfer requests processed and approved based on:
 1. "Building Capacity Load;"
 2. A distribution of classes by grade level;
 3. Program scheduling limitations.
- E. **End of current school year:** Parents/guardians notified of transfer application status:
 1. Intradistrict open enrollment pupils are placed at their school of choice, and that school now becomes the pupil's "School of Attendance."
 2. Parents/guardians understand that, by this choice, their child is now considered a student of a school that is not their "School of Residence."
 3. Intradistrict open enrollment applicants who do not receive approval will have their applications remain on file until the tenth (10th) school day, at which time a second random selection process will occur if space is available at their selected school of choice.

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F. **June through Tenth (10th) School Day:** School registration limited to the following:

1. Those returning from involuntary administrative transfers due to space limitations.
2. Consideration of sibling intradistrict open enrollment requests that were not granted during the open enrollment time period.
3. Students who move into the "School of Residence" area or students who are new to the district.
4. Final consideration of open enrollment requests where space is available.

G. All school staffing is finalized

**NOTE: Dates are approximate and subject to change due to school and/or legal holidays; specific dates will be determined annually.*

Regulation

Approved: March 10, 2004

Revised: October 9, 2006

Revised: February 19, 2019

Revised: March 19, 2019

Revised: July 18, 2019

Revised: April 14, 2020

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

San Luis Obispo, California