



Your **Best Choice** for **Academic Success!**

Pupil Services

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March 26, 2025

Dear Parent(s)/Guardian(s)

Barstow Unified School District works hard to be “Your Best Choice for Academic Success”; and one of the options available to families is an intradistrict open enrollment/intradistrict transfer (IDT) request.

An intradistrict open enrollment/intradistrict transfer (IDT) is when parents/guardians want to enroll their student(s) at a school other than the designated school in their area of residency. California Education Code Section 35160.5(b) permits parents to indicate a preference for the school which their child will attend, regardless of the child’s place of residence within the district and requires the district to honor this parental preference if the school has sufficient capacity without displacing other currently enrolled students.

If your child currently attends one of our six location-based elementary schools, you may request a transfer for the 2025-2026 school year to one of the other elementary schools for TK-4th grade during the **open enrollment period from April 15, 2025-June 1, 2025** by completing the attached form and **returning it on or before June 1, 2025** to the school district’s Central Enrollment Center.

After the first two weeks of the start of the 2025-2026 school year, the District will notify you of the status of your request (whether approved, denied, or on a waiting list); and if approved, you will be able to enroll your child in the new school at that time. If your child is currently on an IDT, they will continue at their current school without the need for submitting a new application.

Please be advised the district does not provide transportation for intradistrict transfer students. The parents are responsible for providing transportation to and from school.

Additionally, Barstow Unified School District also offers two district-wide parent-choice schools, Barstow Fine Arts Academy and Barstow STEM Academy. These schools are not part of the intradistrict transfer open enrollment period. Information regarding these schools, including applications for enrollment, can be found on our district website or at <http://barstow.schoolmint.net>. Please note if these schools are already full, you will be added to the wait list and notified.

Sincerely,

Carolyn Norman
Director, Child Welfare & Attendance

Scott Godfrey
Assistant Superintendent, Educational Services
Title IX Coordinator

Dr. Heather Reid
Director II, Pupil Services
CCR, Title 5, Chapter 5.3 Officer, 504 Coordinator

The Barstow Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual perceived characteristics.

Scott Godfrey
Assistant Supt.
Educational Svcs.
Title IX Coordinator

Heather Reid
Director II, Pupil Svcs.
CCR, Title 5, Chapter 5.3 Officer
504 Coordinator

BARSTOW UNIFIED SCHOOL DISTRICT
551 South Avenue "H", Barstow, CA 92311

REQUEST FOR INTRADISTRICT TRANSFER UNDER OPEN ENROLLMENT POLICY

BUSD Board Policy & Regulation 5116.1: Intradistrict Open Enrollment

Open Enrollment/ Intradistrict Transfer:

1. Applications for Intradistrict transfers will be received during the Open Enrollment Period.
2. Applications are available at the BUSD District Office Central Enrollment Center or the Pupil Services Department.
3. The period of Open Enrollment for the 2025-2026 school year will close on June 1, 2025.
4. The District will notify you in writing of whether or not your child is accepted, denied, or placed on a waiting list on or before the end of the 2nd week of school. Please keep in mind that before approving or denying an IDT request, the District takes the following into consideration: Enrollment during the first two weeks of school at the school site to determine if there is space in the requested grade level.
5. If the school you have requested to transfer to does not have the capacity to accept a transfer, an alternative school will be offered.
6. You will have 10 days from notification that your child has been approved to notify the school district's Central Enrollment Center of whether or not your child will be accepting the opportunity to transfer.
7. Failure to notify the school district that you accept the opportunity will result in your space being given to a student on the waiting list.
8. District transportation is not provided for any intra-district transfer attendance agreements.
9. Openings will be filled based on the priority list below:
 - a. Is enrolled in a district school designated by the California Department of Education (CDE) as "persistently dangerous" (20 USC 7912; 5 CCR 11992)
 - b. Is a victim of a violent crime while on school grounds (20 USC 7912)
 - c. Is a victim of an act of bullying committed by another district student, as determined through an investigation following the parent/guardian's submission of a written complaint with the school, district, or local law enforcement agency pursuant to Education Code 234.1 (Education Code 46600)
 - d. Is currently enrolled in a district school identified by CDE for comprehensive support and improvement, with priority given to the lowest academically achieving students from low-income families as determined pursuant to 20 USC 6313(a)(3) (20 USC 6311)
 - e. Is experiencing special circumstances that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)
 - i. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official or a social worker, or a properly licensed or registered professional, including, but not necessarily limited to, a psychiatrist, psychologist, marriage and family therapist, clinical social worker, or professional clinical counselor
 - ii. A court order, including a temporary restraining order and injunction
 - f. Is a sibling of another student already attending that school
 - g. Has a parent/guardian whose primary place of employment is that school

BARSTOW UNIFIED SCHOOL DISTRICT
 APPLICATION FOR INTRADISTRICT TRANSFER OPEN ENROLLMENT - Due June 1, 2025



BUSD Student ID Number: _____ Student Last Name: _____ Student First Name: _____

Student Grade Level (2025-2026 School Year): _____

Parent/Guardian Name: _____

Address: _____

Contact Phone Number: _____

Current School of Residence:

<input type="checkbox"/>	Cameron	<input type="checkbox"/>	Montara	<input type="checkbox"/>	Lenwood
<input type="checkbox"/>	Crestline	<input type="checkbox"/>	Henderson	<input type="checkbox"/>	Skyline

Request to Transfer to:

<input type="checkbox"/>	Cameron	<input type="checkbox"/>	Montara	<input type="checkbox"/>	Lenwood
<input type="checkbox"/>	Crestline	<input type="checkbox"/>	Henderson	<input type="checkbox"/>	Skyline

Please mark the reason(s) for the transfer request, if any apply:

<input type="checkbox"/>	Is enrolled in a district school designated by the California Department of Education (CDE) as "persistently dangerous" (20 USC 7912; 5 CCR 11992)
<input type="checkbox"/>	Is a victim of a violent crime while on school grounds (20 USC 7912)
<input type="checkbox"/>	Is a victim of an act of bullying committed by another district student, as determined through an investigation following the parent/guardian's submission of a written complaint with the school, district, or local law enforcement agency pursuant to Education Code 234.1 (Education Code 46600)
<input type="checkbox"/>	Is currently enrolled in a district school identified by CDE for comprehensive support and improvement, with priority given to the lowest academically achieving students from low-income families as determined pursuant to 20 USC 6313(a)(3) (20 USC 6311) (If you are not sure whether this applies to you, don't worry. The district will check it for you separately.)
<input type="checkbox"/>	Is experiencing special circumstances that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either a written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official or a social worker, or a properly licensed or registered professional, including, but not necessarily limited to, a) psychiatrist, psychologist, marriage and family therapist, clinical social worker, or professional clinical counselor, b) A court order, including a temporary restraining order and injunction:(Education Code 35160.5)
<input type="checkbox"/>	Is a sibling of another student already attending that school
<input type="checkbox"/>	Has a parent/guardian whose primary place of employment is that school
<input type="checkbox"/>	Is a student who would like to attend a school that is different from their district school of residence/attendance.

Parent/Guardian Signature _____

Date: _____