INTRADISTRICT OPEN ENROLLMENT AR 5116.1

The Pasadena Unified School District assigns students to schools according to designated attendance areas. However, the Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students.

Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 calendar 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 parent/guardian in making the offer. If the parent/guardian elects to transfer the student, 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," intradistrict transfers shall be granted as follows:

1. Within 10 days of receipt of the notification from CDE, the Superintendent or designee shall provide parents/guardians of students attending the school with notice of the school's designation. Along with this notification, or at least 14 calendar days before the start of the school year, the Superintendent or designee shall provide a list of other district schools to which any student of the school that is designated as persistently dangerous may transfer.

(cf. 0450 - Comprehensive Safety Plan)

2. Parents/guardians who desire to transfer their child out of the school shall provide a written response 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.

3. 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. The Superintendent or designee shall notify the parents/guardians of the assigned school.

4. For students whose parents/guardians accept the offer, the transfer shall be made as quickly as possible. If the parents/guardians decline the assigned school, the student may remain in the 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 Attendance)

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:

The Superintendent or designee shall identify those schools and specialized curricular programs which may have space available in transitional kindergarten to 12th grade for additional students in the upcoming school year. Parents/guardians will be notified of the permit application process and timeline – which includes four phases, *Sibling & Program Priority Registration, General-First Lottery, Late-Second Lottery, and Post-Lottery.* A list of schools with spaces in transitional kindergarten to 12th grade shall be available at schools and on the district website. Applications are submitted online and are only available on the district's website.

1. **Sibling & Program Priority Registration** occurs prior to the opening of the General-First Lottery phase.

2. **General-First Lottery** occurs subsequent to the close of Sibling & Priority Registration for any resident student who did not register during the priority phase.

3. **Late-Second Lottery** occurs subsequent to the close of the General-First Lottery phase and is the period when families who missed the first lottery may submit an online application. The second lottery is for any openings remaining following the first lottery. Out-of-district students may participate in this phase. However, priority will be given to resident students.

4. 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 lottery shall be held from the applicant pool.

~~5.~~ Applicants not offered their first school choice placement may remain on a wait list for all of their higher-ranked preferences. If openings become available, seats will be offered to applicants based on wait list standing and any applicable priorities until all projected seats are filled. Post-lottery applications will be accepted and waiting lists maintained until two weeks before school begins.

6. The Superintendent or designee shall provide online notification to applicants as to whether their applications have been granted.

7. Approved applicants must register by the designated date to confirm their enrollment. Failure to register by published timeline may result in forfeiture of placement.

8. Once enrolled, a student shall not be required to reapply for readmission while attending the same school.

9. Students may request transfer from a permitted school to their school of residence. Parents must notify the district's Office of Enrollment in writing that the student wishes to forfeit the permit and attend the school of residence in accordance with the published timeline. Approval is contingent upon staffing availability and in consultation with school and district staff where applicable.

10. Students new to the district after the close of the annual enrollment period may submit an application for any school provided space still exists.

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

(cf. 1312.3 - Uniform Complaint Procedures)

Pre-K

If the school of matriculation for students completing Pre-K is not the student's school of residency, the parent/guardian must apply through Open Enrollment-School Choice to attend kindergarten at a school other than the student's school of residence. The parent/guardian must apply through Open Enrollment-School Choice to attend transitional kindergarten to ensure placement in the program where capacity permits.

Siblings

Students whose sibling(s) already attend a district school and will remain at the school for the next year may pre-enroll in that school by completing registration during the annual Sibling & Program Priority Registration period. Once the student pre-enrolls, the student and sibling may not participate in any other phase of Open Enrollment-School Choice. Sibling priority may be honored during subsequent phases of Open Enrollment for families who missed the sibling registration phase if school/grade/program capacity permits.

Signature/Specialized/Magnet School Programs

Students who have made a commitment to a specific theme or specialized/signature program are given priority to continue the same theme/program when the student changes levels/articulates (elementary to middle school; middle school to high school) may pre-enroll in that school by completing registration during the annual Sibling & Program Priority Registration period. Once the student pre-enrolls, the student may not participate in any other phase of Open Enrollment-School Choice. Program priority may be honored during subsequent phases of Open Enrollment for families who missed the program priority registration phase if school/grade/program capacity permits.

District Employees' Children

Preference in the General-First Lottery phase of Open Enrollment-School Choice is available for children of current, full-time monthly district employees. Space is limited to the projected openings by grade at any school and placement is through a random lottery if interest exceeds available spaces. Employee preference may be honored during subsequent phases of Open Enrollment if school/grade/program capacity permits.

Children of City of Pasadena Employees

Preference in the General-First Lottery phase of Open Enrollment-School Choice is available for children of current, full-time monthly employees of the City of Pasadena (verification documentation required). Space is limited to no more than 10% of the projected openings by grade at any school and placement is through a random lottery.

Neighborhood Preference

Fifty percent (50%) of open seats at the district's permit-only schools/programs are reserved for students living in a designated attendance area. These students are given priority in the General-First Lottery phase only. Failure to meet published timelines will nullify priority status.

Grounds for Denial and Rescission

Permits may be canceled, revoked or denied for the following reasons:

- Falsified information or documentation
- Failure to maintain satisfactory citizenship, attendance, and scholarship
- Any change to the criteria required for the permit issued

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 35160.5, 48980)

1. All options for meeting residency requirements for school attendance

(cf. 5111.1 - District Residency)

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 CDE

(cf. 5145.6 - Parental Notifications)

Regulation **PASADENA UNIFIED SCHOOL DISTRICT**
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