INTERDISTRICT ATTENDANCE BP 5117

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district. Student transfers into and out of the district shall be in accordance with law and as specified in this policy and accompanying administrative regulation.

Interdistrict Attendance Agreements and Permits

The district may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of either district. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. Additionally, it may contain standards agreed upon by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

When the request of a student seeking to transfer out of the district, or an individual permit verifying another district's approval for its student to transfer into the district, is received, the Superintendent or designee shall review, and approve or deny the request or permit based on the terms and conditions of the interdistrict attendance agreement.

Instruction Collaboration Agreements

The district may, with Board approval, enter into an instruction collaboration agreement (ICA) with another school district, county office of education, or charter school for the district to offer the same or similar courses and coursework to students from another school district, county office of education, or charter school who have been impacted by any of the following: (Education Code 48345)

1. Disruptions or cancellations in science, technology, engineering, and mathematics (STEM) classes

2. Disruptions or cancellations in dual language immersion programs

3. Teacher shortages in STEM classes or dual language immersion programs

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Prior to accepting students for classes for any of the reasons specified in Items #1-3 above, the Superintendent or designee shall, with Board approval, determine the maximum number of students that the district can accept for these purposes. The district shall accept students who apply until the district is at maximum capacity.

Students shall be transferred to this program through an unbiased process that prohibits an inquiry into, or evaluation or consideration of, whether a student should be authorized to participate in the course or coursework based upon the student's current academic or athletic performance, proficiency in English, physical condition, any of the individual characteristics specified in Education Code 200, or family income. If the number of applicants exceeds the number of seats available, the approval for participation shall be determined by a random public drawing at a regularly scheduled Board meeting. (Education Code 48345)

The Superintendent or designee shall publicly post information, including, but not limited to, applicable forms and timelines for submission pursuant to the ICA, to ensure that students and their families are aware of the opportunities to participate. (Education Code 48345)

When negotiating the ICA, the Superintendent or designee shall collaborate with the other participating local educational agencies to agree upon an appropriate shared cost structure. (Education Code 48345)

Transfers Into the District

Applications will be approved or denied through an unbiased process which will be applied to all applicants in a uniform manner.

Reasons for requesting an Interdistrict Permit may include:

- Specialized Program (This does not include Special Education Programs.)
- Continuing Enrollment
- Sibling Enrollment
- Parent Employment
- Exceptions may be granted for extenuating circumstances with relevant supporting documentation

A release from the district of residence, and all supporting documentation, must

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be submitted before a transfer can be finalized. Incomplete applications will not be processed. All established timelines must be met.

Transfers Out of the District

A student who resides within the attendance boundaries of Pasadena Unified School District and desires to attend a school in another district's attendance boundary must first obtain an Interdistrict Release from Pasadena Unified. Release requests will be accepted during the established timeline.

Permits will be approved or denied based on an unbiased process which will be applied to all applicants in a uniform manner.

Reasons for requesting an Interdistrict Release may include:

- Specialized Program that is not offered at PUSD (This does not include Special Education Programs.)
- Continuing Enrollment at the same school
- Sibling who already attends the requested district.
- Parent Employment (at least one parent must work full time in the requested district)
- Exceptions may be granted for extenuating circumstances with relevant supporting documentation

Supporting documentation is needed for each application. Incomplete applications will not be processed. All established timelines must be met.

Transportation

Upon parent/guardian request, the district shall provide transportation assistance to a student receiving an interdistrict transfer who is eligible for free and reduced-price meals and is the child of an active-duty military parent/guardian or a victim of bullying, as defined in Education Code 46600. (Education Code 46600)

Additionally, upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for any interdistrict transfer student to and from designated bus stops within the attendance area of the school that

the student attends, if space is available.

The district shall not be obligated to provide transportation for students who enter or exit the District on an Interdistrict Permit.

Legal Reference:

Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	***Description***
CA Constitution Article 1, Section 31	*Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin*
Ed. Code 200	*Educational equity*
Ed. Code 41020	*Requirement for annual audit*
Ed. Code 46600-46611	*Interdistrict attendance agreements*
Ed. Code 48204	*Residency requirements for school attendance*
Ed. Code 48300-48317	*Student attendance alternatives; school district of choice program*
Ed. Code 48900	*Grounds for suspension or expulsion*
Ed. Code 48915	*Expulsion; particular circumstances*
Ed. Code 48915.1	*Expelled individuals; enrollment in another district*
Ed. Code 48918	*Rules governing expulsion procedures*
Ed. Code 48980	*Parent/Guardian notifications*
Ed. Code 48985	*Notices to parents/guardians in language other than English*
Ed. Code 52317	*Regional Occupational Center/Program; enrollment of students; interdistrict attendance*
Ed. Code 8151	*Apprentices; exemption from interdistrict attendance agreement*

Management Resources	***Description***
Attorney General Opinion	*84 Ops.Cal.Atty.Gen. 198 (2001)*
Attorney General Opinion	*87 Ops.Cal.Atty.Gen. 132 (2004)*
Court Decision	*Walnut Valley Unified School District v. the Superior Court of Los Angeles County (2011) 192 Cal.App.4th 234*
Court Decision	*Crawford v. Huntington Beach Union High School District (2002) 98 Cal.App.4th 1275*
Website	*CSBA District and County Office of Education Legal Services*
Website	*California Department of Education*

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Website	*CSBA*

Cross References

Policy	***Description***
1312.3	*Uniform Complaint Procedures*
1312.3	*Uniform Complaint Procedures*
1312.3-E(1)	*Uniform Complaint Procedures*
1312.3-E(2)	*Uniform Complaint Procedures*
3460	*Financial Reports And Accountability*
3460	*Financial Reports And Accountability*
3540	*Transportation*
3541	*Transportation Routes And Services*
3553	*Free And Reduced Price Meals*
3553	*Free And Reduced Price Meals*
5020	*Parent Rights And Responsibilities*
5020	*Parent Rights And Responsibilities*
5111	*Admission*
5111	*Admission*
5111.1	*District Residency*
5111.1	*District Residency*
5112.2	*Exclusions From Attendance*
5113.1	*Chronic Absence And Truancy*
5113.1	*Chronic Absence And Truancy*
5113.12	*District School Attendance Review Board*
5113.12	*District School Attendance Review Board*
5116	*School Attendance Boundaries*
5116.1	*Intradistrict Open Enrollment*
5116.1	*Intradistrict Open Enrollment*
5119	*Students Expelled From Other Districts*
5131.2	*Bullying*
5131.2	*Bullying*
5144.1	*Suspension And Expulsion/Due Process*
5144.1	*Suspension And Expulsion/Due Process*
5145.6	*Parent/Guardian Notifications*
5145.6-E(1)	*Parent/Guardian Notifications*
5148	*Child Care And Development*
5148	*Child Care And Development*
6146.3	*Reciprocity Of Academic Credit*
6146.3	*Reciprocity Of Academic Credit*
6173.1	*Education For Foster Youth*
6173.1	*Education For Foster Youth*
6173.2	*Education Of Children Of Military Families*
6173.2	*Education Of Children Of Military Families*

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7160	*Charter School Facilities*
7160	*Charter School Facilities*
9000	*Role Of The Board*
9321	*Closed Session*
9321-E(1)	*Closed Session*
9321-E(2)	*Closed Session*

Policy **PASADENA UNIFIED SCHOOL DISTRICT**
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