

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, LSS
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ARTICLE: 5.0 STUDENT PERSONNEL

**5.2 INTRADISTRICT ATTENDANCE/
TRANSFERS/INTRADISTRICT
ATTENDANCE PERMITS**

SECTION 5.2.1 Intradistrict Attendance Permits

Students are assigned to their appropriate school according to their grade level and residence.

Students desiring to attend a school other than their school of residence must register in the school of residence. The parent/guardian can initiate the transfer at the school of residence by filling in Request for Intradistrict Transfer K-12 (Form PP-126). During the spring and summer, the District may withhold approval until determination of space availability is made for students to transfer to a school other than that of the students' schools of residence. Students may be allowed to transfer as space becomes available.

Compelling Reasons the District May Consider a Transfer Request

1. Verified childcare needs for Grades K-5. Verification is required and must be provided by a relative, licensed childcare provider, or commercial childcare center.
2. Impending change of residence to the new school attendance area.
3. Selection of an open enrollment school as declared by the District.
4. Younger siblings may follow as long as an older sibling is attending the desired school at the same time the younger sibling enrolls.
5. Special circumstances which might be harmful or dangerous to a particular student in the current attendance area of the student. Approval will be determined by the District.
6. Completion of school year when parents/guardians move to another attendance area.
7. When the parent/guardian of a student in grades K-12 is employed by the District.

NOTE: The reasons given above may not be applicable if schools do not have space available in the grade level requested, or if the student is in a specialized program not available at the requested site.

Requests That Do Not Meet District Criteria

1. Continued enrollment at school the year following a move.
2. Social continuity to remain with a peer group.
3. Requests for convenience or personal preference (i.e., transportation, outside-of-school activities, extra-curricular activities, childcare grades 6-12).
4. District mandated boundary changes, which would include the opening of new schools, are excluded from the intradistrict transfer process. Students living in the area of the new boundary or new school are expected to attend their school of residence.

NOTE: Requests that do not meet district "compelling reasons" criteria will be considered prior to opening of school, and for first priority, must be submitted by April 1. These requests will

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be granted or denied based on district enrollment patterns, space available at grade level, and/or special circumstances.

Athletic Eligibility for Student Transfers

Any student who attends a high school other than the school of the student's attendance area shall be ineligible for varsity athletics for one calendar year from the date of enrollment at that high school or as determined by current San Diego Section California Interscholastic Federation (CIF) rules and regulations regarding athletic transfer.

Exemption

Incoming ninth grade students, ninth grade siblings of students concurrently enrolled at the high school, students of any grade level whose parents relocate during the year, and ninth grade students granted a transfer to an "open enrollment school" declared by the district.

NOTE: If a student is granted a request to **return** to his/her school of residence, the student will need to contact the Athletic Director immediately to determine athletic eligibility. If a student has his/her IDT revoked for disciplinary reasons, this is considered a disciplinary transfer, and that student will be ineligible for all sports for a period of one calendar year from the date of revocation. All other current San Diego Section California Interscholastic Federation regulations will apply [ref. 207, *et al*; 201 *et al*].

Intradistrict Transfer Process

The parent/guardian shall initiate the transfer process by completing a Request for intradistrict transfer K-12 (Form PP-126). The parent/guardian shall submit the intradistrict transfer form to the student's school of residence or the Attendance and Discipline Office.

The parent will be notified by the Director of Student Attendance and Discipline regarding the action taken on the request.

Approval

1. All information regarding the student is to be transferred to the new school of attendance. Transfer of records shall be initiated by the school of approved attendance.
2. A copy of the intradistrict transfer form will be forwarded to the appropriate school.
3. A new enrollment form is to be completed by the student at the new school of attendance.
4. Students will be allowed to complete their elementary school track and upon entering sixth grade will be required to attend their middle school of residence. Likewise, students will be allowed to complete their middle school track and upon entering ninth grade, will be required to attend their high school of residence.
5. Parents will be responsible for transporting their student to the new school of attendance. Attendance problems or tardiness caused by the parent's inability to fulfill this function will result in cancellation of the transfer.
6. If a student's request for transfer is granted, the expectation will be that the student remains at the new school for the entire year.
7. Elementary transfers, due to class size restrictions at each grade level, may be held until the beginning of the school year to determine space availability.

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NOTE: Parents will be notified of attendance options by District communication networks. Between February 1 and April 1, intradistrict transfer Requests will be accepted for priority consideration. Requests received after June 1 may be held until the first day of school to determine space availability.

Denial

1. The Director of Student Attendance and Discipline shall communicate the notice of denial to the parents and school site in a timely manner.
2. The parent must enroll the student at their school of residence.

Appeal of Decision

1. The parent may request a meeting or phone conference with the Director of Student Attendance and Discipline for the purpose of appealing the denial. The Director shall notify the parents of the decision within five (5) school days.
2. Parents may appeal the decision of the Director of Attendance and Discipline within five (5) school days by filing a written appeal to the Superintendent's designee explaining the reason for appeal.
3. The Superintendent's designee will review the case and reach a decision based upon a review of the intradistrict transfer form, the letter of appeal, and any other documentation provided by either party.
4. The Superintendent's designee shall make his/her decision within ten (10) school days and notify the parent/guardian in writing.
5. The Superintendent's designee's decision on the appeal is final.

Revocation of Intradistrict Transfer

The principal of the approved school may recommend the revocation of the intradistrict transfer to the Director of Student Attendance and Discipline if the student's behavior, academic performance, or attendance becomes unsatisfactory. The Director shall review the case and make the final decision to rescind the transfer. In such cases, the intradistrict transfer may be rescinded and the student must return to his/her school of residence.

Open Enrollment Schools Within PUSD (as determined by District)

Open enrollment is offered through the intradistrict attendance procedure under the following provisions:

1. The District will annually publish and distribute an explanation of all District attendance options to all parents.
 - a. Projected school enrollment space for each grade level and for each program will be specified for all schools that are not at full capacity. Space available will be determined by the difference between permanent school capacity and projected enrollment with accommodation for anticipated growth.
 - b. State class loading standards will be maintained and allowance for increased student growth within each attendance area shall be considered in determining open school capacity. Requests which may contribute to excessive class loading, i.e., violation of the state class loading limits, will not be allowed.

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- c. No existing students within an "open enrollment" school will be displaced by incoming intradistrict transfer students.
- d. Siblings of students currently enrolled may be permitted to enroll if space is available.
- e. Applicants not selected will be placed on a waiting list, by school, in the order drawn. These applicants will be contacted as space becomes available. Waiting lists will not carry over to the following school year.

In order to prevent the unnecessary and undesirable disruption of classes and students, waiting lists will expire annually on October 1.

- f. Once selected, a student becomes a "current enrollee of the school" with priority for continued enrollment and no further applications for that school are required.

Students will be allowed to complete their elementary school track and upon entering sixth grade will be required to attend their middle school of residence. Likewise, students will be allowed to complete their middle school track and upon entering ninth grade, will be required to attend their high school of residence.

NOTE: Parents may apply for an intradistrict transfer for middle and high school track. Transfers will be considered based on space availability, PUSD transfer policy, and related procedures.

- 2. The District, consistent with current intradistrict transfer procedure, does not provide transportation to students applying for school openings outside their school of residence.