INTRADISTRICT ENROLLMENT

Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 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 his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, 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," the Superintendent or designee shall provide parents/guardians of students attending the school with the following notifications:

1. Within 10 days of receipt of the notification from CDE, notice of the school's designation

2. Within 20 days of receipt of the notification from CDE, notice of the option to transfer their child

(cf. 0450 - Comprehensive Safety Plan)

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide a written request 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. The Superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.

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. For students whose parents/guardians accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. If parents/guardians decline the assigned school, the student may remain in his/her current school.

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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.

Other Intradistrict 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:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of those schools and open enrollment applications shall be available at each school site, the district office, and on the district's web site.

2. 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 drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.

3. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.

4. Approved applicants must confirm their enrollment within 10 school days.

Any student who, prior to the 2016-17 school year, was granted a transfer out of a Title I school that had been identified for program improvement shall be allowed to remain in the school of enrollment until he/she completes the highest grade offered at that school.

(cf. 0520.2 - Title I Program Improvement Schools)

A student granted intradistrict enrollment under other circumstances shall not be required to reapply for readmission unless changing schools, but may be subject to displacement due to excessive enrollment.

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.

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

The district, consistent with current intradistrict transfer procedure, does not provide transportation to student applying for school openings outside their school of residence.

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

(cf. 1312.3 - Uniform Complaint Procedures)

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)
(cf. 5118 - Open Enrollment Act Transfers)

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 the CDE

(cf. 5145.6 - Parental Notifications)

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.

INTRADISTRICT ENROLLMENT (continued)

2. Impending change of residence to the new school attendance area.

3. Younger siblings may follow as long as an older sibling is attending the desired school at the same time the younger sibling enrolls.

4. 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.

5. Completion of school year when parents/guardians move to another attendance area.

6. When the parent/guardian of a student in grades K-12 is employed by the district.

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.

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.

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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 ten (10) 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.