

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 5116.1(a)

Students

Intradistrict Open Enrollment

**Enrollment under the No Child Left Behind Act**

Within a reasonable amount of time, not to exceed ten (10) school days, after a student becomes 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. The Superintendent or designee shall consider the student's needs and parent/guardian preferences in making the school assignment. If the parents/guardians choose to transfer their child, the transfer shall be completed as soon as practicable.

Within ten (10) school days after learning that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation. Within 20 school days after learning of the school's designation, the Superintendent or designee shall notify parents/guardians of their option to transfer. (cf. 0450 - Comprehensive Safety Plan)

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notification 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 ten (10) school days, for the submission of parent/guardian requests.

The Superintendent or designee shall notify parents/guardians of their school assignment within ten (10) school days of the date that submissions are due. 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. Upon assignment, the transfer shall be completed as soon as practicable. If parents/guardians decline the assigned school, the student may remain in his/her 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. 5117.1 - Interdistrict Attendance Agreements) (cf. 5117.2 - Alternative Interdistrict Attendance Program)

**Other Intradistrict Enrollment**

To implement intradistrict open enrollment pursuant to Education Code 35160.5:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of these schools

and open enrollment applications shall be available at all school offices.

2. Each school may set a specific procedure for parents/guardians to submit a student transfer request. Such information shall be posted by the first business day following winter recess.
3. Students who submit applications to the district during the district's open enrollment period of each year shall be considered for admission to their school of choice the following school year under the district's open enrollment policy.

Once enrolled, a student shall not be required to apply for readmission. However, the student may be subject to displacement due to excessive enrollment.

Any complaints regarding the selection process shall be submitted to the Superintendent or designee. (cf. 1312 - Complaints Concerning the Schools)

#### **Transfer Priorities**

When the neighborhood school of attendance of the requesting student is overcrowded (actual enrollment exceeds design capacity) and the student cannot enroll, the principal or designee shall (1) notify the student at the time of enrollment of the availability of classroom space in a less crowded school; and (2) place his/her name on the school's "wait list" ahead of any student requesting to transfer under the open enrollment transfer policy, and complete an intradistrict transfer form to document the transfer.

#### **Special Education Students**

Students in Special Education programs may participate in the open enrollment process, but those requests must also be approved through the Individualized Education Plan process. Approvals for intradistrict transfers for Special Education program participants will be based on the previously stated criteria

and upon the availability of space in the Special Education program in which the student participates at the requested school.

#### **Transportation**

Transportation is the responsibility of the family with the only exception applying to certain Special Education program participants or those few areas of the district where transportation is provided to elementary school students for safety or distance reasons (distance reasons are applicable only to the attendance area of the local neighborhood students in the requested school's attendance area).

If an Individualized Education Plan (IEP) team initiates a placement in a school other than the local neighborhood school, transportation shall be provided by the district, if necessary, for the student to benefit. If the family initiates an intradistrict transfer, and the local neighborhood school has an appropriate program as determined by the IEP team, transportation shall be the responsibility of the family.

#### **Sports Eligibility**

California Interscholastic Federation (CIF) rules will apply in all instances. Students who have two or less semesters of athletic eligibility left are classified as senior for purposes of this policy.

#### **Notifications**

Notifications shall be sent to parents/guardians at the beginning of each year describing all current statutory attendance options and local attendance

options available in the district. Such notification shall include:  
(Education Code 48980)

1. All options for meeting residency requirements for school attendance. (cf. 5111.1 - District Residency) (cf. 5111.11 - Residency of Students with Caregiver) (cf. 5111.12- Residency Based on Parent/Guardian Employment) (Cf. 5111.13- Residency for Homeless Children)
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 California Department of Education. (Education Code 48980)