

Board Policy 5116.1

Students

INTRADISTRICT ATTENDANCE TRANSFER

Students residing within the boundaries of either Analy or El Molino may, upon request, be granted permission to attend the other district school. No student currently residing in a school's attendance area shall be displaced by an intradistrict transfer applicant.

When a district school is designated by the California Department of Education as "persistently dangerous", parents/guardian will be notified and offered the option to transfer their child to another public school in a manner consistent with state and federal laws.

When a district school has been identified on the state's Open Enrollment List of lowest performing schools pursuant to Education Code section 48354, parents/guardians will be notified and offered the option to transfer their child to another district school in a manner consistent with state and federal laws.

Any student enrolled in a district school receiving Title I funds that has been identified for program improvement, corrective action, or restructuring pursuant to Title 20 of the United States Code §6316 shall be offered the option to transfer to another district school in a manner consistent with state and federal laws.

Parents/guardians may request an intradistrict transfer based on the student being a victim of violent crime or bullying which impacts the student's social, behavioral, or educational situation. Any such requests will be treated by staff as confidential. In making the request, parent/guardian should provide any of the following:

- a) The name of an administrator or teacher in the school or district of residence who has information concerning the student;
- b) A letter from the school or district of residence site administrator regarding the student's having been a victim of violent crime or bullying;
- c) Other documentation or affidavit from the parent/guardian.

Unless required by law, the District shall not provide transportation outside the school's attendance area for a student enrolling through the intradistrict transfer process.

Intradistrict transfer requests shall be submitted to the district office. The District shall communicate to the public and follow a District-adopted process and timeline for accepting and responding to intradistrict transfer applications. Requests will be acted upon within 30 days of the date applications are due, except requests received between June 1 and August 15 will be acted on by the end of the second week of school. Except as required by law, the Superintendent or designee shall use a random, unbiased selection

process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants.

The Superintendent or designee may deny applications for intradistrict transfers because of overcrowding within the school or limited school resources.

All approved intradistrict attendance agreements are valid for that school year only. Intradistrict transfer requests must be submitted each school year.

Pursuant to the requirements of Education code section 35160.5 the Board shall annually review this policy.

Adopted: June 16, 1994
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WEST SONOMA COUNTY UHSD
Sebastopol, California