

INTRA-DISTRICT OPEN ENROLLMENT

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district.

The Board shall annually review this policy.

Enrollment Priorities

Priority for attendance outside a student's attendance area shall be given as follows:

1. Mandated state and federal procedures shall be followed.
2. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances, include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers.

To grant priority under these circumstances, the Superintendent or designee must have received either:

- a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
 - b. A court order, including a temporary restraining order and injunction
3. Any student who is a victim of a violent crime while on school grounds.
 4. Priority may be given to siblings of students already in attendance in that school.

5. Intra-district transfer initiated by the school district to resolve problems and address extenuating circumstances.
6. Students whose parent/guardian is assigned to that school as his/her primary place of employment.
7. Any student enrolled in a district school that has been identified on the state's Open Enrollment List.

For all other applications for enrollment outside a school's attendance area that meet submission of request timelines, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted, based on a number of spaces being made available.

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.

No student currently residing within a school's attendance area and enrolled in the school of residence shall be displaced by another student transferring from outside the attendance area.

Transfer permits are subject to review and/or cancellation for the following reasons:

- (a) if overcrowding occurs.
- (b) if transfer requirements, including dress code, uniforms, behavior, and parental cooperation are not met. Except in severe cases, the revocation of transfers would occur at the end of a school year.

Applications for intra-district transfers must be filed with the district before the application deadline.

Except as required by 20 USC 6316, for transfers out of Title I program improvement schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

If a district school receiving Title I funds is designated for program improvement, corrective action or restructuring, or if a student becomes a victim of violent criminal offense while on school grounds, or if a school is designated by the California Department of Education as persistently dangerous, all mandated procedures will be followed.

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between January 1 and May 30 of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space.

Revised: May 25, 2016

Reviewed: February 9, 2011

(Adopted: August 27, 2008)

(Replaces: BP 5118.1 Intra-District Transfer Pupils (within Monrovia))

(Revised: April 1997)

(Revised: July 1981)

(Adopted: December 1978)

(Replaces: BP 5118.4 Intra-District Open Enrollment)

(Adopted: June 8, 1994)