

INTRA-DISTRICT OPEN ENROLLMENT

To implement intra-district 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.
2. Students of parents/guardians who submit applications to the district by the application deadline shall be eligible for consideration for admission to their school of choice the following school year under the district's open enrollment policy.
3. Priority cases, as defined in the policy, shall be placed where possible.
4. Enrollment in a school of choice shall be determined by random drawing from the eligible applicant pool, and a waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year.
5. The Superintendent or designee shall inform applicants by mail 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 due to behavior; attendance; falsification; serious issue of safety; misrepresentation of information.
6. Approved applicants must confirm their enrollment within 10 school days.

If a parent is denied an intra-district transfer, he/she may appeal the case by contacting the Student Support Services Administrator of Monrovia Unified School District. Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

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. Notification will also be provided annually to parents regarding the deadline for submitting an intra-district application.

Intra-district transfer students will be enrolled at the school of choice for the entire school year, unless revocation is required due to serious issues of safety; attendance; behavior; falsification or misrepresentation of information; failure to notify the school immediately of change of address; and lack of parental cooperation for emergency or

supervision purposes.

1. All options for meeting residency requirements for school attendance
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

Appeal Procedures

If an intra-district transfer request is denied, the parents may initiate an appeal through the Student Support Services office. The process involves the following steps:

1. The parents submit a letter to the Student Support Services office summarizing the reasons for reconsideration of the intra-district transfer and requesting a review.
2. The Student Support Services Administrator will inform the parents of the approval or denial of the intra-district transfer appeal.
3. The final district level of appeal is addressed to the Superintendent Designee. The parents will summarize the reasons for reconsideration of the intra-district transfer denial.

Revised: May 25, 2016

Revised: February 9, 2011

(Adopted: August 27, 2008)

(Replaces: AR 5118.1 Procedures for Processing Intra-District Transfer Permits)

(Revised: April 1997)

(Revised: July 1981)

(Adopted: December 1978)

(Replaces: BP 5118.4 Intra-District Open Enrollment)

(Adopted: June 8, 1994)