SCHOOL CHOICE K-12

MT. DIABLO UNIFIED SCHOOL DISTRICT
STUDENT SERVICES OFFICE

INTRADISTRICT TRANSFER APPLICATION
SCHOOL CHOICE K-12
(Transfers between schools within MDUSD)
School Year 2011 – 2012

- Applications for students entering grades **1-12** for school year 2010-2011 are accepted **October 1, 2010 through January 15, 2011** for "School Choice." **The application deadline is January 15, 2011.**

- Applications for Kindergarten are accepted beginning with Kindergarten Registration Day, February 1, 2011 - February 28, 2011.

- Applications are accepted year-round for: 1) Change of address; 2) Harmful or dangerous special circumstance; 3) Persistently dangerous schools*; and 4) Victim of violent criminal offense. (Note - *No school has been identified as persistently dangerous by the California Department of Education.)

SUBMIT COMPLETED APPLICATION TO: MDUSD Student Services, 1936 Carlotta Drive, Concord, CA 94519
Reapplication must be made when moving from elementary to middle and from middle to high school.

Grade in 2011-2012: K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐

Permission is requested for my student _____
Last Name _____ First _____ Birthdate

To Attend _____ (first choice) _____ (second choice*)
School _____ School

Now Attends _____
School _____ Current Grade

School of Residence: _____

Address of Student _____
No. _____ Street _____ Apt. No. _____ City _____ Zip

Parent Name(s) _____ Address (if different) _____

Parent's Phone Nos. _____
Home _____ Parent's Work or Cell Phone _____ Parent's E-mail

Is student receiving special education services? If so, please check: ☐ Specify: _____
☐ Resource Specialist Program (Part-time Specialized Instruction) ☐ Special Day Class (Full-time Specialized Instruction) ☐ SpeechTherapy

Is student an English learner? ☐ No ☐ Yes   Does the student have a Section 504 plan? ☐ No ☐ Yes

Will there be a sibling at the requested school in 2011-2012? ☐ No ☐ Yes

Name _____ Current grade _____ Name _____ Current grade _____

Is either parent/guardian primarily employed at requested school? ☐ No ☐ Yes Name of Parent _____

Is this request due to my change of address (residency)? ☐ No ☐ Yes   Bilingual Program? ☐ No ☐ Yes

Is this transfer request due to a school designated by the State as *persistently dangerous or when a student is a victim of a violent offense and harmful or dangerous special circumstances? ☐ No ☐ Yes If yes, must complete Special Circumstances (SC) Form

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AGREEMENT:
- Parent/guardian accepts responsibility for transportation.
- I understand that if my request is approved, my requested school becomes my student's assigned school for the duration of the level. **Reapplication must be made when moving from elementary to middle and from middle to high school.**
- This form is NOT to be used for NCLB Transfers. Only <u>one</u> transfer application may be filed each year.
- Athletic eligibility may be jeopardized by this transfer and the school should be consulted. Entering freshmen are immediately eligible for athletics. Other grade levels must obtain a waiver in order to be eligible.
- I understand that if my student has an IEP, her/his transfer application must be submitted to the Special Education Administrator located in the Student Services Office at 1936 Carlotta Drive, Concord, CA 94519.
- I have read and understand the intradistrict policies and procedures on the reverse side of this form.
- ➡ **Students on Intradistrict Transfers can be displaced prior to September 15 of each school year by students who reside in the school's attendance area.**

I declare that the information contained in this contract is true, and I understand that falsification of information invalidates this request. <u>I have read and understand the above statements:</u>

_____ _____
Signature of Parent or Guardian _____ Date

☐ Approved (subject to the agreements specified) ☐ Denied Comment:

Initial Term: 2011-2012 School Year

_____ _____
Signature of Student Services Administrator _____ Date

Student Services
ADM 02 001- Rev. 9/10

White - Student Services   Canary - Assigned School   Pink - Parent Copy

Enrollment

1. No student who is currently enrolled in his/her school of residence shall be displaced by another student who subsequently moves into or transfers to his/her school from outside the attendance boundary.

2. The governing board retains the authority to maintain appropriate racial and ethnic balance among district schools.

3. The process of selecting students under this open enrollment policy shall prohibit any student from being enrolled based on his or her academic or athletic performance.

4. Intradistrict Transfers, once approved, shall be valid through grade 5 for elementary students; grade 8 for middle school students; and grade 12 for high school students. Students admitted on an Intradistrict Transfer to a particular school, shall be considered residents of the attendance area for the duration of their Intradistrict Transfer. However, students on Intradistrict Transfers can be displaced prior to September 15 of each school year by students who reside in the school's attendance area.

5. Students shall be enrolled in schools using the following priority system:
   a) First Priority: Students currently residing within a school's attendance area. (Ed. Code §35160.5).
   b) Second Priority: Intradistrict Transfer Requests from siblings of students currently enrolled in school of request.
   c) Third Priority: Students whose parent/guardian is a district resident and employed at the requested district school. Priority criteria will only apply for the duration of the parent/guardian's employment at the school.
   d) Fourth Priority: All students who are residents of the district not described above.

Public Lottery Process

For each priority where there are fewer spaces available than the number of requests for transfer, a random public lottery determines the order of acceptance. All schools will invite a parent representative from their parent club to witness the public lottery.

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6. Should a student wish to return to his/her school of residence during the school year, he/she shall be considered a new student with a new enrollment date. These students shall have priority status #4, as specified in Section 5, d).

7. Under the open enrollment policy, the following exceptions prevail:
   a) Students wishing to enroll in alternative schools or programs shall not be subject to the district's open enrollment policy.
   b) Students who are enrolled in Special Education Special Day Classes have a district-wide attendance area and will be placed based on program recommendation in the Individualized Education Plan (IEP) process.

8. Harmful or Dangerous Special Circumstances— Persistently Dangerous Schools and Students Who Are Victims of a Violent Criminal Offense. A decision to grant priority for attendance outside a student's current attendance will be considered based upon one of
the following:
   (Ed. Code §35160.5) (Title 20, Section 7912(a)). Applications are accepted year-round.
   a) A written statement from a representative of an appropriate state or local agency, including but not limited to a law enforcement official, social worker, or properly licensed or registered professional psychiatrist, psychologist, marriage, family and child counselor, physician, or other professional.
   b) A court order, including a temporary restraining order and injunction.
   c) Parents/guardians may submit a written request to change their child's school for safety reasons.
   d) All requests must have documentation and will be forwarded to the Director of Student Services.

9. Appeals must be made under separate application and will only be considered under special circumstances as identified in number 8 a), b), c), or d) above.
   Upon making such a finding, the Director, Student Services may approve or deny the student's transfer to a district school that is impacted and otherwise closed to transfers.

Transfer Procedures

1. The Assistant Superintendent shall identify those schools which may have space available for additional students. A list of these schools and Intradistrict Transfer Request applications shall be available at all schools. Capacity for the following school year will be determined by the second Board Meeting in September, using information from the district's Annual Facility Plan. By October 1, the Assistant Superintendent will confirm which schools are "Impacted" after reviewing the capacity of a school in consultation with the school principal.

2. Schools identified as "Impacted" shall be exempt from the open enrollment policy.

Impacted is defined as a school's projected student population exceeding its maximum capacity. In the event that a school has a projected student enrollment at a grade level that exceeds the available number of class spaces, it shall be defined as impacted at that grade level.

The definition of projected student enrollment is the official district developed estimated enrollment for the following year. The number may be adjusted in response to confirmed enrollment data which has been reviewed and approved by the Assistant Superintendent.

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3. Intradistrict Transfer Request applications will be accepted annually between October 1 and January 15. Public notice of this open enrollment period will be provided through school and media publications. Students who submit applications to the district at the Student Services Office by January 15 shall be eligible for admission to their school of choice for the following school year, under the district's open enrollment policy.

4. All Intradistrict Transfer Requests will be date stamped and numbered when received at the Student Services Office.

5. Only one Intradistrict Transfer Request per student will be approved.

6. If student applications to enroll in a school are fewer than the openings available, all students requesting admission shall be enrolled.

7. All Intradistrict Transfer Requests will be submitted to the Student Services Office. When more requests are received than there is space available to attend a specific school, the Student Services Office will conduct a public lottery among the applicants to fill any vacancies that may exist. The public lottery will be held by February 11. Parents shall be notified by April 15 (grades 6-12) and August 16 (grades K-5). Students must take the Approval Letter, within two weeks, to their school of request to initiate the enrollment process. The receiving school will then notify the home school to disenroll the student.

8. Parents shall be notified by mail as to whether their applications have been approved or denied. If the application is denied, the reasons for denial shall be stated and the district appeal procedure explained.

9. All Intradistrict Transfer appeals will be forwarded to and considered by the Assistant Superintendent, Pupil Services and Special Education.