

Students – Attendance

Intradistrict Open Enrollment

A. Intradistrict Open Enrollment

An open enrollment intradistrict permit shall be granted according to the following reasons:

1. Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been 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. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident on a case-by-case basis and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.

2. Transfers from a "Persistently Dangerous" School

Upon receipt of notification from the California Department of Education (CDE) that a school has been designated as "persistently dangerous," intradistrict transfers shall be granted as follows:

- a. Within 10 school days of receipt of the notification from CDE, the Superintendent or designee shall provide parents/guardians of students attending the school with notice of the school's designation. Along with this notification, or at least 14 calendar days before the start of the school year, the Superintendent or designee shall provide a list of other District schools to which any student of the school that is designated as persistently dangerous may transfer.
- b. Parents/guardians who desire to transfer their child out of the school shall provide written notification to the Superintendent or designee and shall

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rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students.

- c. 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. The Superintendent or designee shall notify the parents/guardians of the assigned school.
- d. For students whose parents/guardians accept the offer, the transfer shall be made as quickly as possible. If the parents/guardians decline the assigned school, the student may remain in the 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.

B. Other Intradistrict Open Permits

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of those schools and open enrollment applications shall be available at each school site, the District office, and on the District's web site.
2. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.

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3. The Superintendent or designee shall provide written notification to applicants 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.
4. Approved applicants must confirm their enrollment within 10 school days.

Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

C. Intradistrict Open Enrollment Priorities

An intradistrict permit shall be granted according to the following priorities based on eligibility requirements:

1. Victims of a violent criminal offense and transfers from a “Persistently Dangerous School” as described above.
2. Transfer for qualified students whose school of residence does not provide State subsidized child care program.

The Early Education and Extended Learning Program (EEELP) Department determines the home school for all State subsidized students. Students who qualify for State subsidized child care programs but whose home school does not offer State subsidized child care are offered intradistrict permits to attend another District school. The transfer of school is in effect until such time that the home school offers State subsidized child care. In that case, the student would be invited back to the home school at the beginning of the next school year.

3. Transfers of Siblings

Students whose older siblings already attend a school in the District may be enrolled in that school with the approval of the receiving school’s Principal.

4. Transfers of District Employees’ Students

With the Superintendent’s or designee’s approval, students of employees may be granted intradistrict permits to the school of the employee or any other District school.

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- a. Provided space is available, the student may participate in the Self-Supporting Early Education and Extended Learning Programs at the employee's school site.
- b. Employees with students in the ASES Program on interdistrict permit must prearrange for childcare on non-instructional schooldays.
- c. Employee shall accept full responsibility for childcare but may not be the childcare provider during their assigned working hours.

5. Transfers for Prior Attendance

Students who move from one attendance area of the Glendale Unified School District to another after the first month of the school year are usually transferred at the time their residence is changed. A permit may be granted for the student to continue for the remainder of that year only. Exceptions to this rule are as follows:

- a. Elementary - Students who have moved after completion of the fifth grade may continue through the sixth grade. If the elementary is a K-5 school, students in fourth grade may continue until the fifth grade.
- b. Middle School - Students who have moved after the completion of the seventh grade may continue through the eighth grade.
- c. Senior High - Students who have moved after the first semester of their junior year may continue through their senior year.

6. Transfers for Privately Arranged Child Care

When both parents work full time and require the services of a child care provider before and/or after school hours for the daily supervision of their child in grades kindergarten through grade eight, permission may be given to attend the school of residence of the provider. Such permits are valid only as long as the child care arrangement remains in effect and may be extended for students in grades 9 through 12 at parent request if the Superintendent or designee determines that this request can be met.

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7. Transfers for Adjustment Issues

In individual cases where students with adjustment problems or students with problems that are either harmful or dangerous in nature can best be served by being transferred to another school, a brief description of the problem must be included with the permit application. If, after a reasonable period of time, the student is not profiting from the adjustment transfer, the student may be reassigned to the school of residence.

8. Transfer for Anticipated Move

If, at the beginning of the school year, a family plans to move into a different school attendance area prior to the close of the first quarter and shows documented evidence of the anticipated move, such as escrow papers, a permit may be granted.

9. Transfers for Special High School Curriculum

When special curriculum is available only at a school outside of the student's regular attendance area, a permit can be requested as follows:

- a. Parents or students requesting permission to attend a high school other than the school of residence for purposes of obtaining special curriculum not available in the high school of residence should fill out an intradistrict permit request at the District office. The application will be sent to the principals of the school of residence and the requested school for review.
- b. The principal of a high school offering a unique curriculum not available in the other District high schools shall accept eligible students within the established limits set for the specialized curriculum. These limits should define minimum/maximum grade levels for initial enrollment and academic prerequisites for advanced level.
- c. Students residing in the school where the unique curriculum is offered will be given first priority to enroll. Students granted intradistrict permits will be counted in the student-teacher ratio for the school of attendance.
- d. A student attending on an intradistrict permit will be enrolled as a full-time student at that school and shall continue at that school as long as attendance, behavior, and academic achievement is satisfactory in the total

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academic program. If the student fails to maintain satisfactory progress or drops the special course for which the permit was granted, the permit will be canceled immediately and the student transferred to the school of residence.

- e. Special curriculum permits are not to be considered nor discussed as an option to enable students to participate in interscholastic sports at a school of their choice.
- f. In January of each year, the high school principals will confer with the Assistant Superintendent of Educational Services regarding specialized courses or courses of limited enrollment – such as fourth-year foreign language, ROTC, cosmetology, academies, and certain industrial arts and technical education courses – so that such courses will be available in at least one of the high schools in the District.
- g. Special curriculum courses will be comprised of no more than twenty percent of students from other school sites.

10. Transfers to a School Offering a Specialized Program

Permits shall be given to all District students whose enrollment is confirmed in a specialized program.

D. The Intradistrict Permit Process for Specialized Programs

- 1. During the month of March all intradistrict permit requests for specialized programs will be accepted at the office of Student Support Services.
- 2. Students on permits for specialized programs will remain at the school for the duration of their schooling within the District.
- 3. If the number of permit requests is greater than the spaces available, the applications will be considered according to the priorities listed in section B of this Administrative Regulation. Should the permit requests exceed the space available in any priority category, a lottery will be held for students in that category to determine approval of the permit. Families will be notified whether or not their child's permit request has been granted by mid-August once actual/new enrollments are known at each school site.

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4. Students applying to attend a specialized program or a special high school curriculum must meet the established prerequisites.
5. After the student has accepted the intradistrict permit, the student is expected to remain at the new school for the full school year.
6. Students who are on a permit and want to return to their school of residence remain at the current school through the end of the school year. Parents notify the Student Support Services office that the student wishes to return to the school of residence.
7. Once enrolled, a student shall not be required to reapply for readmission. However, the student may be subject to displacement due to excessive enrollment.
8. Any complaints regarding the selection process shall be submitted to the Superintendent or designee.

E. Transfer Back to the School of Residence

Students approved for intradistrict permit placement shall abide by all school rules and procedures. Students may be transferred back to their home school of residence for any of the following reasons:

1. Unsatisfactory attendance.
2. Unsatisfactory behavior or citizenship.
3. Failure to notify school of change of residence.

Regulations regarding the issuance of intradistrict permits do not apply to cases in which it is determined that the student was not originally enrolled from a bona fide Glendale Unified School District address. In such cases, when the invalid address is discovered, the student's eligibility to remain in the school of enrollment may be terminated.

F. 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. Such notification shall include: (Education Code 35160.5, 48980)

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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.

Legal Reference: Education Code, Sections 35160.5; 48980

Rules Approved: 09/01/1961

Rules Revised: 08/01/1966; 10/16/1973; 07/19/1977; 06/04/1985; 02/03/1987;
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