

Students – Attendance

Elementary Schools Capacity

The Board of Education shall regularly review school and District enrollments and projected enrollments and will work to ensure that students will be able to attend neighborhood schools, except those schools that have been designated as a magnet school. Please refer to Board Policy/Administrative Regulation 0420.5 for enrollment in elementary magnet schools.

Students shall attend the school in their attendance area unless otherwise authorized by the Superintendent or designee. In schools with subsidized Early Education and Extended Learning Programs, space will be made available to fulfill the State Department of Education enrollment requirements as approved by the Board of Education. The Superintendent or designee may place some students in a school outside of their attendance area in order to alleviate overcrowding and avoid enrollment penalties, with the exception of students enrolled in state-subsidized childcare programs.

- A. Registration is a continuous process throughout the school year. When all classes at a school or at a given grade level within an elementary school reach class size maximum, the principal, with approval of the deputy/assistant superintendent, may:
 - 1. Establish a new class by reorganizing and adding a teacher, or
 - 2. Cap the school or grade level.
- B. In the event a school or grade level is capped, these procedures will be followed:
 - 1. Students will be reassigned by Student Support Services to the nearest school having an opening. All reassigned students will be given priority to return to their neighborhood school the following year.
 - 2. Student Support Services will offer students who have been reassigned the opportunity to return to their neighborhood school as space becomes available, though such students may be encouraged to complete their school year in their assigned school to maintain continuity of instruction. After May 1, reassigned students will not return to their neighborhood school until the beginning of the following school year.
 - 3. The principal and Student Support Services shall maintain a waiting list in priority order for students desiring entry into the neighborhood school and notify parent or guardian when an opening occurs during the school year.

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4. In the event that a parent or guardian desires that the student remain at the assigned school the following year, an intradistrict permit may be requested and submitted to the office of Student Support Services for approval prior to the District transfer date deadline. These students will be included in the assigned school's enrollment projections for the following year.
5. The registration date for students for whom a permit has been approved will be the original registration date in their home school.
6. Each school's enrollment projection for staffing for the following year will include their students who have been reassigned to another school.
7. In the event that the parent/guardian wants siblings to attend the same school, the administration will work to assign the students to the same school.
8. New families who enroll after the last day of the school year will be notified in the event their neighborhood school is reaching maximum enrollment, which may result in their reassignment to another school.

Legal References: Education Code, Sections 35160; 35351
Government Code, Section 53312.7

Policy Adopted: 06/15/1998

Policy Amended: 01/14/2003; 01/18/2011; 02/21/2012; 09/15/2015; 10/16/2018

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