

Students – Attendance

Intradistrict Open Enrollment

A. Permits for Attendance of Resident Students

The Board of Education desires to provide enrollment options that meet the diverse needs and interests of District students and parents/guardians, while also maximizing the efficient use of District facilities and resources. 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. (Education Code 35160.5)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

B. Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

1. Initially, students are expected to enroll at the school in the attendance area in which they reside.
2. Students moving residence from one school attendance area to another are ~~usually~~ transferred to the new school in the area of attendance at the time they move into the new attendance area.
3. If the parent or guardian of a student living in the Glendale Unified School District desires to have the student attend a school other than the school of residence, an intradistrict permit must be requested.

The Superintendent or designee shall grant priority to any District student in a District school outside of the student's attendance area, if the student:

1. Is enrolled in a District school designated by the California Department of Education as "persistently dangerous." (20 USC 7912; 5 CCR 11992)
2. Is a victim of a violent crime while on school grounds. (20 USC 7912)
3. Is a victim of an act of bullying committed by another District student, as

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determined through an investigation following the parent/guardian's submission of a written complaint with the school, District, or local law enforcement agency pursuant to Education Code 234.1 (Education Code 46600)

If the District school requested by the student is at maximum capacity, the Superintendent or designee shall accept an intradistrict transfer request for another District school. (Education Code 46600)

4. Is experiencing special circumstances that might be harmful or dangerous to the student in the current attendance area including, 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 it at capacity and otherwise closed to transfers.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official, social worker, or a properly licensed or registered professional, including, but not necessarily limited to, a psychiatrist, psychologist, marriage and family therapist, clinical social worker, or professional clinical counselor.
 - b. A court order, including a temporary restraining order and injunction.
5. Is a sibling of a student already attending that school.
 6. Has a parent/guardian whose primary place of employment is that school.
 7. Any student who qualifies for State subsidized child care program within the District.
 8. Any student who has moved from one attendance area of the Glendale Unified School District to another after the first month of the school year.
 9. Any student requesting a transfer to a school offering a specialized program.

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10. Any student requesting a transfer to a high school offering a specialized curriculum.
11. Any student in kindergarten through grade eight requesting a transfer for privately arranged child care.
12. Any student with an adjustment problem who will benefit from a transfer as determined by the Superintendent or designee.
13. Any student requesting a transfer for an anticipated move to the school's attendance area.

C. Application and Selection Process

In order to ensure that priorities for enrollment in District schools are implemented in accordance with law and Board policy, applications for Intradistrict permits shall be submitted throughout the school year.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for the enrollment priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine which students shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance. However, existing entrance criteria may be used for enrolling students in specialized schools or programs, provided that the criteria are uniformly applied to all applicants. In addition, academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

D. Transportation

In general, the District shall not be obligated to provide transportation for students who attend school outside their attendance area.

However, upon parent/guardian request, the District shall provide transportation assistance to any student who is eligible for free or reduced-price meals and whose

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enrollment in a District school outside the student's attendance area is a result of being a victim of bullying. (Education Code 46600)

Legal Reference: Education Code, Sections 200; 35160.5; 35291; 35351; 46600-46611;
48200; 48204; 48300-48316; 48980
Code of Regulations, Title 5, Sections 11992-11994
United States Code, Title 20, Sections 6311; 6313; 7912
Court Decisions:
Crawford v. Huntington Beach Union High School District, (2002) 98
Cal.App.4th 1275
Attorney General Opinions: 85 Ops.Cal.Atty.Gen. 95 (2002)

Policy Adopted: 12/04/1956
Policy Amended: 12/20/1960; 12/21/1965; 06/04/1985; 02/19/1991; 04/19/1994;
05/21/1996; 01/14/2003; 01/18/2011; 02/21/2012; 09/15/2015; 02/18/2020

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