

## Alameda City USD

### AR 5116.1 Students Intradistrict Open Enrollment

The Board of Education desires to provide enrollment options that meet the diverse needs and interests of district students. The Superintendent or designee shall apply the following procedures for the selection and transfer of students among district schools in accordance with law and Board policy.

#### Enrollment Priorities for Zoned Schools:

##### 1. Students Residing Within the Attendance Area of a Zoned School or Whose Parent/Guardian is Assigned to that Zoned School

###### Kindergarten

Each year during the month of January, a two week initial enrollment period (Kindergarten Round-Up) will be held for students living in the zone of attendance of a school or whose parent/guardian is assigned to that school site as his/her primary place of employment.

If more students are registered during the initial enrollment period than there are seats available, first enrollment priority will be given to siblings of currently enrolled students who reside within the zone of attendance for the school and that have completed the enrollment process within the roundup period. The remaining students who reside within the zone of attendance will be assigned enrollment priority numbers through a random drawing. Students participating in the random drawing will then be enrolled based on priority number until all spaces are filled. Students in the random drawing who are not enrolled will be placed on a wait list and enrolled in another school with available space. (Multiple birth students will be treated as a single number in the random drawing. If their number is drawn and the number of students exceeds the number of spaces available parents may take the available space(s). The remaining siblings will be placed on a waiting list and enrolled in another school with available space.)

Families who enroll after the two week initial enrollment period will be enrolled into the school if space remains available. If the number of students enrolled exceeds the number of spaces available, the district shall follow its enrollment when over capacity procedures.

###### All Other Grades

Students residing in a zoned school's attendance area or students whose parent/guardian is assigned to a school site as his/her primary place of employment who request enrollment at that zoned school prior to August 15th shall be given first priority to seats at that school. If there are more applications received from in-zone students than there are seats available in a particular grade at the zoned school, the district shall follow the enrollment when over capacity procedures.

##### 2. Students Not Residing Within the Attendance Area of a Zoned School

If capacity remains after the enrollment of all in-zone students who registered prior to August 15th, zoned schools may enroll out-of-zone students. Schools receiving requests for admission and intradistrict transfer enrollment requests shall give priority for attendance in the following order:

a.: Students with a state or federally mandated right to transfer. (cf. BP 5116.1)

(1). Special Education students whose Individual Educational Program (IEP) services require the student to be placed at a particular school site.

(2). If a district school receiving Title 1 funds is identified for program improvement, corrective action or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school. (20 USC6316) Students attending a school identified as program improvement, corrective action or restructuring shall be notified by June 1 of each academic year, of the option to transfer to another district school. Transfer requests are due to the district by June 30 of each academic year. The district will notify families of the result of their request to transfer no later than the first day of the succeeding school year. Transfer requests will be made based upon space within the grade level of the requested school.

(3). Within a reasonable amount of time, not to exceed 10 school days, after a student becomes 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. The Superintendent or designee shall consider the student's needs and parent/guardian preferences in making the school assignment. If the parents/guardians choose to transfer their child, the transfer shall be completed as soon as practicable.

Within 10 school days after learning that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation. Within 20 school days after learning of the school's designation, the Superintendent or designee shall notify parents/guardians of their option to transfer.

(cf. 0450 - Comprehensive Safety Plan)

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notification to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed 10 school days, for the submission of parent/guardian requests.

The Superintendent or designee shall notify parents/guardians of their school assignment within 10 school days of the date that submissions are due. 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. Upon assignment, the transfer shall be completed as soon as practicable. If parents/guardians decline the assigned school, the student may remain in his/her 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 may cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

b. Siblings of children already in attendance at the school.

c: All other Alameda-resident students who apply for intradistrict transfers. Within this group, priority shall be given based on application date.

d: Students seeking an interdistrict transfer.

### Enrollment When Over Capacity

The district shall determine the capacity of each grade level at each school site based on the physical capacity of the building and class size limits established by state law or collective bargaining agreement. A student who are unable to attend their neighborhood school because the school or grade is at or over capacity shall be “diverted” to another school in the district with capacity.

#### 1. Procedures from First Date of Enrollment for Upcoming School Year Through May 31

Parents/guardians of students seeking enrollment at a zoned school shall be notified in writing, with five days if the requested grade level or school is at or over capacity. Such notice shall clearly state that the student may be diverted to another school if sufficient space does not become available at the student’s zoned school. All such students shall be placed on a waiting list based on date of enrollment.

Parent/guardians will be informed of the student’s number on the waiting list, and asked to which school(s) with capacity they would prefer as a diversion placement. The district shall take these rankings into account when determining the school placement for the student. If a grade level at a school reaches or exceeds capacity, school officials may seek student transfers on a volunteer basis.

No later than the last day of school, the parent/guardians of all students who received a notice of possible diversion shall be informed whether (a) the student has been moved off of the waiting list and enrolled at the student’s zoned school or (b) the student has been diverted. If the student has been diverted, the notice shall identify the school where the student has been enrolled.

#### 2. Procedures from June 1 Through Start of School

Parents/guardians shall be notified in writing, at the time of registration, if a grade level or school is at or over capacity. Such notice shall clearly state that the student may be diverted to another school if sufficient space does not become available at the student’s zoned school. All such students shall be placed on a waiting list based on date of enrollment. Parent/guardians will be informed of the student’s number on the waiting list, and asked to which school(s) with capacity they would prefer as a diversion placement. The district shall take these rankings into account when determining the school placement for the student.

Within five (5) business days of the last day of school or the date of registration, whichever is later, the parent/guardian shall be informed in writing whether (a) the student has been moved off of the waiting list and enrolled at the student’s zoned school or (b) the student has been diverted. If the student has been diverted, the notice shall identify the school where the student has been enrolled.

#### 3. Order of Diversion

Students will be diverted in the following order:

a. Students attending the school on an interdistrict transfer.

- b. Intradistrict transfer students who do not fall into categories (c)-(e) below.
- c. Siblings of children already in attendance at the school who do not reside within the school's attendance area.
- d. Students who exercised a state or federally mandated right to transfer into the school.
- e. Students residing in the school's attendance area or whose parent/guardian is assigned to that school as his/her primary place of employment. Within this group, students will be moved in reverse order of enrollment date.

A student who is diverted may not be involuntarily reddiverted into a third school.

4. Students who are diverted to a school outside their home school attendance zone will be offered the opportunity to return to their home school if space becomes available. The order of return will be based on enrollment date, or priority number for those participating in Kindergarten Round-Up (see next paragraph.) Diverted students must return to their home school if all of the following conditions are met:

- a. There is a demand for their space at the current school by a resident living within the school boundaries, and
- b. There is space at the diverted student's home school, and
- c. Each of the above occurs within the first two years of being redirected. After two years, students may remain at the school of attendance through 5th, 8th, or 12th grade.

#### 5. Mid-Year Enrollment Procedures

After the start of the school year, if a school reaches capacity in one or more grades, new students shall be redirected to a school where space is available. Parents must bring their completed enrollment application to Student Services in order to be placed.

#### Over- and Under-Enrollment within a Secondary Course of Study

Should students need to be moved out of a course of study after the school year begins, school officials shall first seek student transfers on a volunteer basis. If the need still exists, students will be redirected to another course where space is available in the following order.

- (1) Students attending the school on an inter-district transfer.
- (2) Students approved through the AUSD intradistrict transfer process/open enrollment.

#### Under-Enrollment within a School or Grade Level

If enrollment at a particular grade level is significantly below staffing capacity the district may close the class and redirect students to a school with available space. Redirected enrollment will be prioritized by enrollment date, or Kindergarten Round-Up priority number.

#### 6. Change to Residence Address or Employment Site Assignment:

Families who change residence within Alameda during the school year must show proof of residence for the new address. The student may immediately enroll in the school designated for his/her new address (or, in the case of students whose parent/guardian is assigned to a school site as his/her primary place of employment, the new school site) if space is available. If space is not available, the student may remain at his/her current school. The student must enroll in the school designated for the new address or, where applicable, primary place of employment if all of the following conditions are met:

- a. There is demand on their space by a resident living within the school attendance boundaries.
- b. There is space at the new home school.
- c. They have attended the current school for less than two years.

Failure to notify AUSD of change of address may result in student being redirected to their school of residency.

Families who move outside the boundaries of the school district during the school year and wish their student(s) to remain at the school must apply for an interdistrict transfer. The transfers will be approved or denied under the same criteria as all other transfers subject to space availability, satisfactory attendance, behavior, academics, and/or financial burden on the district.

For each succeeding years, the student must only apply for an interdistrict transfer when moving from elementary to middle school or middle school to high school. The transfer request would be considered in priority over new interdistrict students and will be approved or denied under the same criteria as all other transfers subject to space availability, satisfactory attendance, behavior, academics, and/or special education needs.

If attendance area boundaries need to be adjusted, the Assistant Superintendent for Educational Services will recommend procedures to assure an equitable redistribution of student enrollment with Board of Education approval.

#### Open Enrollment Program

The Superintendent or designee shall identify those schools which may have space available for additional students on or before February 1. A list of these schools and open enrollment applications shall be available at all school offices on or before February 1. Completed applications are due to the Office of Student Services by February 28.

Students of parent/guardians who submit applications to the district by February 28 shall be eligible for admission to their school of choice the following school year under the district's open enrollment policy dependent upon space availability in their selected program.

Enrollment Priorities for Open Enrollment Schools are as follows:

1. In-district applicants who have a sibling enrolled at the requested school.
2. Students who reside within the attendance zone of the open enrollment school.
3. All other residents.

If a school has more applications than space available, selection for the school or program of choice shall be determined by lottery in alignment with the above priorities from the eligible applicant pool.

Multiple birth students will be treated as a single number in the lottery. If their number is drawn and the number of students exceeds the number of spaces available, parents may take the space(s) and place the remaining siblings on a waiting list.

The Superintendent or designee shall inform applicants by March 15 as to whether their applications have been approved or denied. This notification will be by mail. If the application is denied, the reasons for denial shall be stated. Applicants who receive approval must confirm their enrollment within two weeks by March 30. Admission to a particular school shall not be influenced by a student's academic or athletic performance. Any complaints regarding the selection process shall be submitted to the Superintendent or designee per the district complaint policy, Board Policy 1312.

(cf. 1312 - Complaints Concerning the Schools)

Special Education students may participate in open enrollment based on the above priority system and space available in the programs at the desired school with an approved IEP change of placement.

The open enrollment school will become the student's school of residence upon being accepted. Students who wish to return to their original school of residence must reapply through the intradistrict transfer process.

#### 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 [48980](#))

#### 1. All options for meeting residency requirements for school attendance

(cf. [5111.1](#) - District Residency)

(cf. [5111.11](#) - Residency of Students with Caregiver)

(cf. [5111.12](#) - Residency Based on Parent/Guardian Employment)

(cf. [5111.13](#) - Residency for Homeless Children)

#### 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 California Department of Education

Regulation ALAMEDA UNIFIED SCHOOL DISTRICT

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