

SAN MARCOS UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE

STUDENTS

INTRADISTRICT OPEN ENROLLMENT

5116.1
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ENROLLMENT PRIORITIES

No student currently residing within a school's attendance area shall be displaced by another student.

When a student initially applies for an intradistrict transfer, approval may be granted only under the following conditions:

- When the school requested is not at capacity in the program, class, grade level, or school for which the student is applying
- The student has satisfactory attendance (90% or greater), citizenship and scholarship. This policy shall be interpreted consistently with the District's policies regarding nondiscrimination, victims of violence, children of active duty military parents/guardians, and McKinney-Vento eligible students

All students on a transfer must maintain satisfactory attendance (90% or greater), citizenship and scholarship to remain at their school of choice. Siblings of a student on a transfer have no guaranteed right of transfer. This policy shall be interpreted consistently with the District's policies regarding nondiscrimination, victims of violence, children of active duty military parents/guardians, and McKinney-Vento eligible students.

SCHOOL CLOSURE

Applications will not be accepted to closed schools. A list of schools closed to transfers will be posted on the District's website. When a school has reached capacity at all grades and is closed, the District will not approve new intradistrict transfer requests for the school until such time as the Superintendent or Board determines that the school is no longer at capacity. Children of full-time SMUSD employees and students with a sibling who is concurrently attending may be considered as long as students within the attendance boundary of the school are not displaced.

SELECTION PROCEDURES

1. The Superintendent or designee shall identify those schools which may have space available for additional students. Intradistrict applications will be available online through the District website. The following criteria will be used to determine the capacity at each school and the availability of space for intradistrict transfers:
 - a. **Grade level capacity** will be determined by individual grade level at each school site. To ensure that students granted intradistrict transfers will not be displaced during the school year by a new student moving into the school's attendance area, a ninety (90%) capacity factor will be used. Therefore, a class will be considered full for the purpose of this policy when the projected enrollment reaches 90% of capacity. A grade level will be declared closed to intradistrict transfers if all classes at that grade level (TK-5) reach 90% of capacity based on projected enrollment, including the roving class at kindergarten. Otherwise, the grade level will be declared to have space available for intradistrict enrollments.
2. The window to submit intradistrict transfer applications will open prior to Spring Break. The deadline to submit applications will be posted to the District's websites. All applications for intradistrict transfers submitted to the District during this period shall be eligible for admission to their school of choice the following school year under the District's open enrollment policy, if space is available.
3. Enrollment in a school of choice shall be determined by lot from the eligible applicant pool. The pool is a randomly generated list from applications submitted by the posted deadline. The applicants in the lottery not accommodated due to school enrollment limitations shall be put on a waiting list.

4. The Superintendent or designee shall inform applicants by email or mail as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reason for denial shall be stated.
5. Applicants who receive approval must confirm their enrollment with 10 days.
6. Admission to a particular school shall not be influenced by a student's superior academic or athletic performance. Such standards shall be uniformly applied to all students.
7. All intradistrict transfer decisions are final. There are no appeals.

RENEWALS

Students who already possess a valid intradistrict transfer do not need to reapply as long as they are continuing at the same school and have not changed residence and uphold the conditions of their previous transfer agreement such as maintaining satisfactory attendance (90% or greater), satisfactory citizenship and satisfactory scholarship. This policy shall be interpreted consistently with the District's policies regarding nondiscrimination, victims of violence, children of active duty military parents/guardians, and McKinney-Vento eligible students.

TRANSFERS FOR VICTIMS OF A VIOLENT CRIMINAL OFFENSE

Within a reasonable amount of time, not to exceed 14 calendar 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 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, rap, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and parent/guardian in making the offer. If the parent/guardian elects to transfer the student, the transfer shall be completed as soon as practicable. The District is not obligated to provide transportation.

NOTIFICATIONS

Notification shall be sent to parents/guardians each year describing all current statutory attendance options and local attendance options available in the district.

Such notification shall include:

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 desired
5. The explanation of attendance options under California law as provided by the California Department of Education

Adoption History:

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| Initial Review | 02/28/89 | | |
| Reviewed/Revised: | 03/28/94 | 02/11/08 | 12/12/17 |
| | 04/13/98 | 01/12/09 | 04/24/18 |
| | 01/10/00 | 04/11/11 | 12/15/22 |
| | 12/09/02 | 02/10/14 | |
| | 04/26/04 | 11/18/14 | |
| | 02/28/05 | 01/19/16 | |
| | 12/12/06 | 05/16/17 | |