

INTRADISTRICT / OPEN ENROLLMENT

It is the policy of the Governing Board to provide options and meet the diverse needs, potential and interests of district students through an intra-district open enrollment policy on a space available basis limited only by the district's need to maintain appropriate racial and ethnic balances among district schools.

ENROLLMENT PRIORITIES

1. No student currently residing within a school's attendance area shall be displaced by another student as a result of the intra-district open enrollment transfer process.
2. The Governing Board retains the authority to maintain appropriate racial and ethnic balances among district schools. This authority takes precedence over the individual parent/guardian school choice if the two objectives are in conflict.
3. The Governing Board believes that all students are entitled to equity and access to educational support services. Administrative exceptions may be considered by local site staff to address the special instructional needs of individual students.
4. Requests for entrance to the specialized high school programs at Sunset Continuation High School or North Coast Alternative High School will be honored by employing existing criteria and the comprehensive high school administrative recommendations.
5. Once enrolled as an intra-district transfer, a student shall declare on an annual basis his/her intent to either remain at the high school of choice or return to the high school of residence. Students who are presently enrolled in San Dieguito Academy / Canyon Crest Academy may apply through the SDUHSD high school selection process to attend the academy they are not enrolled in without losing their position at their current school. However, the student may be subject to displacement due to excessive enrollment.
6. Students who transfer from one school to another within the district shall be eligible for all athletic competition except varsity level competition in sports in which the student has competed in any level of interscholastic competition during the twelve calendar months preceding the date of such transfer.
7. With the exception of athletic eligibility, students approved to attend a school on an intra-district open enrollment transfer shall be entitled to the identical student rights, responsibilities, and expectations as applied to all students living within that school's attendance boundaries. This includes student behavior expectations and equal discipline consequences, positive attendance and academic progress.
8. Students who leave Canyon Crest Academy / San Dieguito Academy to attend a school or program outside SDUHSD will lose their position at that school if they do not return during that school year. Students who leave and do not return during that school year must reapply as part of the SDUHSD high school selection process.

ALL SCHOOLS

1. Each year, the Superintendent or designee shall identify those schools within the district that have available capacity for intra-district transfers for the following school year under the district's open enrollment policy. Open enrollment applications shall be available at all school offices.
2. All students who submit intra-district applications to the district by March 10, 2010 shall be eligible for admission to their school of choice the following school year, subject to the district's open enrollment policy and administrative regulations, and if the requested school has not reached capacity and if the district's racial and ethnic balance is maintained. Applications received after the deadline may be considered if further openings exist.
3. If open enrollment requests exceed capacity, students must attend their school of residence. Students with approved transfer requests are expected to attend the selected school of choice for the duration of the normal academic school year.
4. Students residing in residential dwelling units that are subject to the district's Mello-Roos tax may be given priority for attendance for only those schools whose construction was financed by the Mello-Roos tax.

The student whose request for intra-district open enrollment transfer has been denied may appeal the decision. All appeals shall be in writing and directed to the Executive Director of Pupil Services or designee. A response to the appeal shall be in writing outlining the conditions or factors related to the final disposition of the transfer appeal request.

SPACE AVAILABLE

The capacity and the estimated available space are identified for schools throughout the San Dieguito Union High School District for the 2009-2010 school year as follows:

School	New Capacity	Space Available ¹ 2009-10
La Costa Canyon High School	2,717	300
San Dieguito High School Academy	1,476	0
Torrey Pines High School	3,011	250
Earl Warren Middle School	872	150
Carmel Valley Middle School	1,331	0
Oak Crest Middle School	987	0
Diegueño Middle School	1,153	250
Canyon Crest Academy	1,812	0

¹ Space available is subject to applications accepted and verification of actual enrollment and registration.

NOTIFICATIONS

Notifications shall be sent to parents/guardians at the beginning of each year describing all current statutory attendance options and local attendance options available in the district including:

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 inter-district and intra-district 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.

INTRADISTRICT OPEN ENROLLMENT

The Governing Board desires to provide options and meet the diverse needs, potential, and interests of District students. Students who reside within District boundaries may apply for enrollment to the school of their choice under the District's open enrollment policy if the requested school has not reached capacity and if the District's racial and ethnic balance is maintained. Applications for enrollment in a school of choice will be determined by lot from an eligible applicant pool. Late applications will be kept on file in the order they are received and a waiting list will be established for consideration if further openings exist.

If open enrollment requests exceed capacity, students may select second and third choice options. Students with approved Intradistrict Transfer requests are expected to attend the selected school of choice for the duration of the normal academic school year. Applicants who receive approval must contact the registrar of the "approved" school within two weeks to confirm enrollment.

School bus transportation outside of the student's residence attendance area is not provided.

Requests for Intradistrict open enrollment transfers may be submitted to the principal of any District school or forwarded to the Executive Director of Pupil Services at the District Office, 710 Encinitas Blvd., Encinitas, CA 92024. All applicants will be informed by mail as to whether their application has been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.

Students who transfer from one school to another within the District shall be eligible for all athletic competition except varsity level competition in sports in which the student has competed in any level of interscholastic competition during the twelve calendar months preceding the date of such transfer.

Date of Request _____ Request for School Year _____ Grade Level _____

Student Name _____
Last First Current School Grade

Student's Current Address _____
Street City and Zip Code Telephone

His/Her School Attendance Area of Residence _____

School Attendance Area Requested _____

Reason: _____

Interscholastic sports in which student has participated during the past twelve months: _____

_____ In Special Education _____ (Please Attach a Copy of the IEP)
Programs in which student is currently enrolled

_____ On a 504 Plan _____ (Please Attach a Copy of the 504 Plan)
Programs in which student is currently enrolled

Parent/Guardian: _____
Last First Phone/Hm Phone/Cell

Parent/Guardian Signature _____ Date _____

For District Use Only:

Approved _____ Denied _____ District Comments _____

Executive Director of Pupil Services / Designee _____ Date _____
Signature