

## ATTENDANCE OF NON-RESIDENTS / INTERDISTRICT ATTENDANCE

### TRANSFERS INTO THE DISTRICT

The administrative regulations that correspond to this policy will apply only to students in good standing and currently enrolled under an interdistrict attendance permit, or students of employees of the District as long as the District is in a Basic Aid funding status.

### GENERAL INFORMATION

1. Students who are residents of another district may request a transfer to the San Dieguito Union High School District. The Board of Trustees retains the authority to grant or deny a request for an interdistrict attendance permit to the District pursuant to the process and procedures outlined in this regulation. In the absence of an approved interdistrict attendance permit, students are expected to attend the school in the school district in which they reside.
2. The enrollment of pupils from other districts is not mandatory. In determining acceptance of interdistrict transfer requests, the District will consider a number of factors including space availability, program availability, state funding model, attendance, citizenship, satisfactory scholarship and any other factors deemed appropriate. Academic performance is not a factor in determining admittance of a pupil requesting transfer from a school ranked in decile 1 on the API determined by the California Department of Education.
3. Non-resident students in Grades 7-11 attending District schools may reapply each school year to advance through high school graduation provided they meet all requirements of attendance, citizenship, and scholarship satisfactory to the school of attendance. Students admitted under the Open Enrollment Act do not need to reapply, regardless of whether the student's school of residence remains on the open enrollment list.
4. All communication shall be in writing using appropriate forms.
5. The Superintendent or designee may request any information needed to verify the validity of the request from the student, parent/guardian, including information from other District personnel, and/or school personnel from the student's school of residence and last school of attendance. If other public or private service agencies or professionals are involved, the Superintendent or designee may consult with such agencies or individuals for additional information.
6. Students shall remain enrolled in their current school of attendance until the transfer request process is complete.
7. A student who transfers from one school to another without a change in his/her home residence may forfeit the right to compete in interscholastic athletics. Athletic eligibility is determined by C.I.F. Athletic Eligibility Board. Applications for athletic eligibility must be submitted to the District's Athletic Director.
8. Except as provided in the Open Enrollment Act, an interdistrict attendance permit, whether into or out of the District, is valid for one school year only and must be renewed annually. It is furthermore valid only while the conditions stated in the application are maintained; and will be continued in force only as long as the pupil's attendance, citizenship and scholarship are satisfactory to the school of attendance.
9. Interdistrict attendance permits or applications shall not be required for students enrolling in a regional occupational center or program. (*Education Code 52317*)

10. The interdistrict attendance permit and the interdistrict attendance contract shall stipulate the terms and conditions under which the permit may be revoked. (*Education Code 46600*)

#### **PROCEDURE FOR REQUESTING AN INTERDISTRICT ATTENDANCE PERMIT**

1. Secure application form from the district of residence and fill in reasons for request in space provided. Make sure that all sections of Part A are completed.
2. Obtain approval of the authorized school administrator of the district of residence.
3. Submit the completed application to the administrator of the school district of proposed attendance. Also secure and submit a completed Interdistrict Attendance Contract to the administrator of the school district of proposed attendance.
4. Parents will be notified by mail by the district of residence of the final decision on the application.
5. If the request for an interdistrict attendance permit is approved, the Superintendent or designee shall determine which District school the student shall be assigned to. A student admitted under the Open Enrollment Act will be assigned to a school with a higher API than the school in which the student was previously enrolled. The Superintendent or designee shall notify the parent/guardian in writing of the interdistrict attendance permit approval and school assignment.
6. If the interdistrict attendance permit request is denied, the Superintendent or designee shall notify the parent/guardian in writing of the denial, the reasons for the rejection, and of the right to appeal to the County Board of Education as specified in Education Code 46601.
7. Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance permit denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (*Education Code 46601*)
8. The Superintendent or designee shall notify the student's district of residence of the decision to approve or deny the request.

#### **CONSIDERATIONS FOR APPROVAL**

The Superintendent or designee may consider interdistrict attendance permits for the following reasons:

1. To allow students to remain with a class graduating that year from a junior or senior high school.
2. To let high school seniors attend the same school they attended as juniors, even if their families moved out of the District during the junior year.
3. To meet a child's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.
4. To meet the child care needs of a student, such students may be allowed to continue to attend District schools only as long as they continue to use a child care provider within District boundaries. These permits are to be granted only when it is impossible to arrange adequate child care or supervision in the district of residence.
5. To allow a student to complete a school year when his/her parents/guardians have moved out of the District during that year.
6. When the parent/guardian provides written evidence that the family will be moving into the District during the school year and would like the student to start the year in the District.

7. When a student will be living out of the District for one year or less.
8. When recommended by the School Attendance Review Board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.
9. When there is valid interest in a particular educational program not offered in the district of residence.
10. To provide a change in school environment for reasons of personal and social adjustment.
11. To permit children of District employees to attend District schools consistent with current Master Contracts with CSEA, SDFEA, and non-represented groups.
12. The student is enrolled in a school ranked in decile 1 on the API determined by the California Department of Education.

### REVOCAION OF INTERDISTRICT ATTENDANCE PERMITS

1. The Superintendent or designee may revoke an interdistrict attendance permit at or prior to the close of a reporting period if the student fails to meet any one of the following conditions while attending a school within the District:
  - a. Minimum academic Grade Point Average (GPA) of 2.0;
  - b. Satisfactory school citizenship; or
  - c. Satisfactory attendance, including promptness in arriving to school and classes during the day.
2. The Superintendent or designee may revoke an interdistrict attendance permit if material information provided in the application is found to be false or fraudulent.
3. The Superintendent or designee shall revoke an interdistrict attendance permit if the student is expelled. The student's school assignment during a suspended expulsion or readmission will be in the school in the attendance zone in which the student resides.

### VOLUNTARY WITHDRAWAL

If a student voluntarily leaves the school or the District to which an interdistrict attendance permit has been granted, the Superintendent or designee shall void the permit.

### TRANSFERS OUT OF THE DISTRICT

When a student transfers out of the District, a brief statement will be attached to his/her permanent record showing which basic proficiencies, if any, have been assessed and satisfactorily met according to the standards of this District. This statement will be appended to any permanent record sent to another school in or outside California.

Students who transfer out of the District during their senior year may receive a diploma from this District, provided they have met all District graduation requirements.

Students transferring or withdrawing from the District shall return all school books and materials and settle any unpaid fines on or before their last day of attendance.