

Students

INTRADISTRICT OPEN ENROLLMENT

AR 5116.1

PUSD SPECIFIC

The Pasadena Unified School District assigns students to schools according to designated attendance areas. However, the Governing Board desires to provide enrollment options that meet the diverse needs and interests of district 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, rape, 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.

Transfers from a "Persistently Dangerous" School

Upon receipt of notification from the California Department of Education (CDE) that a district school has been designated as "persistently dangerous," intradistrict transfers shall be granted as follows:

1. Within 10 days of receipt of the notification from CDE, the Superintendent or designee shall provide parents/guardians of students attending the school with notice of the school's designation. Along with this notification, or at least 14 calendar days before the start of the school year, the Superintendent or designee shall provide a list of other district schools to which any student of the school that is designated as persistently dangerous may transfer.

(cf. 0450 - Comprehensive Safety Plan)

2. Parents/guardians who desire to transfer their child out of the school shall

Students

INTRADISTRICT OPEN ENROLLMENT

AR 5116.1

provide a written response 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.

3. 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. The Superintendent or designee shall notify the parents/guardians of the assigned school.
4. For students whose parents/guardians accept the offer, the transfer shall be made as quickly as possible. If the parents/guardians decline the assigned school, the student may remain in the 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 shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

(cf. 5117 - Interdistrict Attendance)

Other Intradistrict Open Enrollment

PUSD SPECIFIC (UP TO "NOTIFICATIONS")

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

The Superintendent or designee shall identify those schools and specialized curricular programs which may have space available in kindergarten to 12th grade for additional students in the upcoming school year. Parents/guardians will be notified of the permit application process and timeline – which includes three phases, *Sibling & Priority Registration*, *General-First Lottery* and *Late-Second Lottery* (see below). A list of schools with spaces in kindergarten to 12th grade shall be available at schools and on the district web site. Applications are

Students

INTRADISTRICT OPEN ENROLLMENT

AR 5116.1

submitted online and are only available on the district's web site. Information for Transitional Kindergarten (TK) ~~and Preschool~~ enrollment is available at the district's Enrollment, Permits & Student Records website page.

1. **Sibling & Priority Registration** occurs prior to the opening of the General-First Lottery phase.

General-First Lottery occurs subsequent to the close of Sibling & Priority Registration for any resident student who did not register during the priority phase.

Late-Second Lottery occurs subsequent to the close of the General-First Lottery phase and is the period when families who missed the first lottery may submit an online application or those who wish to try for a higher preference school assignment may choose to opt in.

2. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random lottery shall be held from the applicant pool.
3. Families may participate in the Second lottery to try to get a higher preference school assignment without losing their first lottery assignment. Eligible applicants for the 2nd random lottery include students assigned placement in the first lottery who opt in for a higher preference, as well as late applicants - - students who did not apply for the first lottery. The second lottery is for any openings remaining following the registration deadline for students selected in the initial lottery.
4. Applicants not offered their first school choice placement in the second lottery will be put on a wait list for all of their choices above the one where they were assigned. Projected openings unfilled following the second lottery registration period will be offered to applicants based on wait list standing until all projected seats are filled. Waiting lists will be maintained until the week before school begins.
5. The Superintendent or designee shall provide written and online notification to applicants as to whether their applications have been granted.
6. Approved applicants must register by the designated date to confirm their enrollment. Failure to register by published timeline will result in forfeiture of placement.

Students

INTRADISTRICT OPEN ENROLLMENT

AR 5116.1

7. Once enrolled, a student shall not be required to reapply for readmission while attending the same school.
8. Students may transfer to their school of residence at the end of the school year. Parents must notify the district's Office of Enrollment, in writing that the student wishes to forfeit the permit and attend the school of residence in accordance with the published timeline.
9. Students new to the district after the close of the annual enrollment period may submit an application for any school provided space still exists.
10. Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

Any student who, prior to the 2016-17 school year, was granted a transfer out of a Title I school that had been identified for program improvement shall be allowed to remain in the school of enrollment until he/she completes the highest grade offered at that school.

(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 1312.3 - Uniform Complaint Procedures)

Pre-K and Transitional Kindergarten

PUSD SPECIFIC: If the school of matriculation for students completing Pre-K, (no ETK 2018-19) and Transitional Kindergarten is not the student's school of residency, they must apply through Open Enrollment-School Choice to attend kindergarten at a school other than their school of residency.

Siblings

Students whose sibling(s) already attend a district school and will remain at the school for the next year may pre-enroll in that school by completing registration during the annual Sibling & Priority Registration period. Once the student pre-enrolls, the student and sibling may not participate in any other phase of Open Enrollment-School Choice.

Students

INTRADISTRICT OPEN ENROLLMENT

AR 5116.1

District Employees' Children

Preference in the General-First Lottery phase of Open Enrollment-School Choice is available for children of current, full-time monthly district employees. Unless the student is new to Pasadena Unified School District, the applicant must enter a transition grade: ETK/TK, K, 1st, 6th or 9th. Space is limited to no more than 10% of the projected openings by grade at any school and placement is through a random lottery.

Neighborhood Preference

Fifty percent (50%) of open seats at the district's permit-only schools are reserved for students living in a designated attendance area. These students are given priority in the General-First Lottery phase only. Failure to meet published timelines will nullify priority status.

Special Curricular Programs

Parents/guardians may choose to apply for their student to enroll in district special programs.

Signature/Specialized/Magnet School Programs

Students who have made a commitment to a specific theme or specialized/signature program are given priority to continue the same theme/program when the student changes levels/articulates (elementary to middle school; middle school to high school). Transitioning students may register during the Sibling & Priority Registration phase of Open Enrollment- School Choice. All published timelines must be met.

Grounds for Denial and Rescission

Permits may be canceled, revoked or denied renewal for the following reasons:

- Falsified information or documentation
- Failure to maintain satisfactory citizenship, attendance, and scholarship
- Any change to the criteria required for the permit issued
- Supporting documentation not provided

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school

Students

INTRADISTRICT OPEN ENROLLMENT

AR 5116.1

year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 35160.5, 48980)

1. All options for meeting residency requirements for school attendance

(cf. 5111.1 - District Residency)

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 CDE

(cf. 5145.6 - Parental Notifications)

Regulation

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9/19; 9/20

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California