

Students

OPEN ENROLLMENT ACT TRANSFERS

BP 5118

The Governing Board desires to offer enrollment options in order to provide children with opportunities for academic achievement that meet their diverse needs. Such options shall also be provided to children who reside within another district's boundaries in accordance with law, Board policy, and administrative regulation.

Whenever a student is attending a district school on the Open Enrollment List as identified by the Superintendent of Public Instruction, he/she may transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. (Education Code 48354, 48356)

A parent/guardian whose child is attending a district school on the Open Enrollment List and who wishes to have his/her child attend another school within the district shall apply for enrollment using BP/AR 5116.1 - Intradistrict Open Enrollment.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, the Board hereby waives the January 1 deadline in Education Code 48354 for all applications for transfer from nonresident parents/guardians of children attending a school on the Open Enrollment List in another district. Transfer applications shall be submitted beginning the Monday following the close of the district's annual interdistrict Open Enrollment Process and within six (6) weeks of that date.

(cf. 5111.1 - District Residency)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

Standards for Rejection of Transfer Applications

Pursuant to Education Code 48356, the Board has adopted the following standards for acceptance and rejection of transfer applications submitted by a parent/guardian of a student attending a school in another district on the Open Enrollment List. The Superintendent or designee shall apply these standards in accordance with Board policy and administrative regulation and shall ensure that the standards are applied uniformly and consistently.

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As applicable, the Superintendent or designee may deny a transfer application under any of the following circumstances:

1. Upon a determination that approval of the transfer application would negatively impact the capacity of a program, class, grade level, or school building, including:
 - a. The site, classroom, or program exceeding the maximum student-teacher ratio specified in the district's collective bargaining agreement
 - b. The site or classroom exceeding the physical capacity of the facility pursuant to the district's facilities master plan or other facility planning document
 - c. The class or grade level exceeding capacity pursuant items #a-#c above in subsequent years as the student advances to other grade levels at the school

(cf. 6151 - Class Size)

(cf. 7110 - Facilities Master Plan)

2. Upon a determination that approval of the transfer application would have an adverse financial impact on the district, including:
 - a. The hiring of additional certificated or classified staff
 - b. The operation of additional classrooms or instructional facilities
 - c. Expenses incurred by the district that would not be covered by the apportionment of funds received from the state resulting in a reduction of the resources available to resident students

Program Evaluation

The Superintendent or designee shall collect data regarding the number of students who transfer out of the district pursuant to the Open Enrollment Act. He/she also shall collect data regarding the number of students who apply to

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transfer into the district, the number of requests granted, denied, or withdrawn, and the district schools and programs receiving applications.

When the Superintendent or designee anticipates that a particular school will receive a large number of transfer applications, he/she shall study the enrollment pattern at that school in order to anticipate future resident enrollment at the school and at the district schools into which those students would normally matriculate.

The Superintendent or designee shall annually report to the Board regarding the implementation of this program.

Legal Reference:

EDUCATION CODE

200 - Prohibition of discrimination

35160.5 - District policies, rules, and regulations

46600-46611 - Interdistrict attendance agreements

48200 - Compulsory attendance

48204 - Residency requirements for school attendance

48300-48316 - Student attendance alternatives, school district of choice program

48350-48361 - Open Enrollment Act

48915 - Expulsion; particular circumstances

48915.1 - Expelled individuals: enrollment in another district

52317 - Regional Occupational Center/Program, enrollment of students, interdistrict attendance

FAMILY CODE

6500-6552 - Caregivers

UNITED STATES CODE, TITLE 20

6316 - Transfers from program improvement schools

CODE OF REGULATIONS, TITLE 5

4700-4703 - Open Enrollment Act

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 - Dissemination of information

200.37 - Notice of program improvement status, option to transfer

200.39 - Program improvement, transfer option

200.42 - Corrective action, transfer option

200.43 - Restructuring, transfer option

200.44 - Public school choice, program improvement schools

ATTORNEY GENERAL OPINIONS

87 Ops. Cal. Atty. Gen. 132 (2004)

84 Ops. Cal. Atty. Gen. 198 (2001)

COURT DECISIONS

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*Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th
1275*

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Policy

Adopted: January 15, 2013

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California