

INTRADISTRICT ATTENDANCE

Students seeking an intradistrict attendance permit have two options. The first option, open enrollment, is based on space available at each school. The open enrollment procedures make it possible for students to request an intradistrict attendance permit during the annual open enrollment window. The second option involves consideration of all applications submitted at any time outside the open enrollment window. Intradistrict attendance permit applications submitted under the second option will be evaluated and granted or denied for reasons consistent with the criteria outlined below.

A. General Provisions

The following are applicable to all intradistrict attendance permit requests.

1. Students attending the school of residence within the District or the school of residence of the student's legal guardian at the time of first enrollment in a District school shall not be displaced by students residing in the attendance area of another District school.
2. Entering ninth grade students will be assigned to the school of residence unless an intradistrict attendance permit is granted.
3. Once a student has been enrolled in a District school other than the school of residence, the student will not have to apply for readmission each year as long as the conditions of the approved intradistrict attendance permit are met.
4. Annually, parents/guardians and students will be advised of all current statutory and local enrollment and attendance options available in the District and the process to be followed by students requesting to attend a school other than the school of residence.
5. All requests for a student to attend a school other than the school of residence must be initiated by obtaining an intradistrict attendance permit application from the school of residence and returning the completed application to the principal or designee at the school of residence.
6. Once an intradistrict attendance permit has been approved and the student is attending the school requested, the student may be required to remain at the school requested for a minimum of one school year.
7. California Interscholastic Federation (CIF) athletic school residency eligibility rules will apply equally to all District students.

B. Intradistrict Attendance Permits During the Open Enrollment Period

Each year the District provides an open enrollment opportunity to students requesting enrollment in a school other than the school of residence.

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1. For purposes of the annual open enrollment selection process, the Superintendent shall identify those schools which may have space available for additional students for intradistrict attendance permits granted during the open enrollment period.
2. To be considered during the open enrollment period, intradistrict attendance permit applications for a designated school year must be submitted during the window designated for the open enrollment cycle of each year.
3. In the event that a school receives applications in excess of the number of available spaces, enrollment shall be determined by random selection from the eligible applicant pool, and a waiting list shall be established to indicate the priority order in which students may be accepted as openings occur.
4. In the event that the net effect of students transferring into and out of a school leaves the school student enrollment below the minimum student enrollment number identified for the school, the number of students permitted to leave the school as a result of the open enrollment process will be limited to ensure that the net effect does not result in an enrollment below the established minimum enrollment. In such cases, students permitted to leave through the open enrollment process will be determined by process of random selection from the eligible applicant pool, and a waiting list shall be established to indicate the priority order in which students may be granted transfers out of the school.
5. In the event that the net effect of students transferring into and out of a school leaves the school student enrollment above the maximum student enrollment number identified for the school, the number of students permitted to enter the school as a result of the open enrollment process will be limited to ensure that the net effect does not result in an enrollment above the established maximum enrollment. In such cases, students permitted to enter through the open enrollment process will be determined by process of random selection from the eligible applicant pool, and a waiting list shall be established to indicate the priority order in which students may be granted transfers into the school.
6. When a random selection process is necessary to determine the number of transfers into or out of a school, the random selection process will be administered under procedures approved by the Superintendent.
7. Open enrollment will not change significantly the ethnic balance of any school. Each school's ethnic population balance will be reviewed annually using the CBEDS (California Basic Educational Data System) data. If, as a result of CBEDS data, a school is declared to be ethnically impacted, the open enrollment process for the impacted school will be limited during the next school year. Also, if a school's ethnic balance is changed significantly as a result of the number of open enrollment requests, the open enrollment process for the impacted school will be limited for that year's open enrollment cycle.
8. The Superintendent or designee shall inform applicants by mail as to whether an application has been approved, denied, or placed on a waiting list.

9. Applicants receiving approval must confirm their intention to enroll with the school of choice by April 1 of the year in which they applied. If enrollment intentions are not confirmed by April 1, the permit may be revoked.
10. Students applying for enrollment in a District specialized secondary school program at a specific school must meet the enrollment criteria for the program which shall be uniformly applied to all applicants.
11. A request to attend a District school other than the school of residence may be denied based upon documented misconduct of the student at another District school.

C. Intradistrict Attendance Permits Outside Open Enrollment Period Provisions

Outside the open enrollment period, consideration will be given to intradistrict attendance permits submitted for reasons outlined below.

1. All intradistrict attendance permit applications reviewed and acted on outside the open enrollment period will be evaluated by the Principal of the student's school of residence.
2. Principals reviewing intradistrict attendance permit applications outside the open enrollment process may recommend approval to the Superintendent or designee for one or more of the following reasons:
 - a. The student has medical, emotional, or behavioral problems which make attendance in the school of residence inadvisable, and, in the judgment of the principal of the school of residence, a transfer is necessary for the continuance of the student's education, and the transfer will not disrupt the program of the accepting school. Documentation from a medical doctor may be required by the principal reviewing a transfer request.
 - b. The student has definite plans for a change of residence into a new attendance area within the District and can present satisfactory evidence that the change of residence will be completed during the semester in which the application is filed. Failure to move during the semester in which the application is filed may result in the student's permit being revoked and the student returned to the school of residence.
 - c. The student has a sibling already enrolled in the school the student is requesting to attend.
 - d. Approval of an intradistrict attendance permit request may be granted for exceptional reasons. Such approval may require appropriate documentation and will be reviewed by the Superintendent or his/her designee.
 - e. If an instructional program meeting the needs of the student is available at a District school other than a student's school of residence, and if the student is eligible to

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participate in the program, an intra-district attendance permit may be granted for the duration of the student's enrollment in the program. If, upon completion of the program, a student has not yet graduated and wishes to remain at the school, the student may do so.

3. A request to attend a District school other than the school of residence cannot be granted on the basis of academic or athletic performance.
4. A request to attend a District school other than the school of residence may be denied based upon documented misconduct of the student at another District school.
5. The Superintendent or designee may reject transfer applications in order to maintain appropriate racial and ethnic balances among the schools in the District.

D. Transportation

1. The District will not provide transportation.
2. The parents of students granted intradistrict attendance permits to attend a District school other than the school of residence are responsible for the transportation of the student to and from school.

E. Appeal Procedures

1. Eligible applicants not selected during the open enrollment selection process may not appeal failure to be selected unless it can be demonstrated that there is good reason to believe the random and unbiased selection process was not conducted properly.
2. A student request considered and denied outside the open enrollment period may be appealed. All appeals shall be in writing and be directed to the Assistant Superintendent, Education and Assessment Services. A response to an appeal shall be in writing. The next level of appeal is to the Superintendent. The appeal must be in writing, and a response to an appeal shall be in writing. The Board of Trustees is the final level of appeal for intradistrict attendance permit requests.

Reference: Education Code Sections 35160.5, 48980

Regulation approved: April 5, 1994; August 9, 1999; September 12, 2000; January 12, 2010