

SCHOOL ATTENDANCE AREAS

1. Open Enrollment Process

All students will attend the school designated for their grade and residential area ("home school") unless their parents elect to enroll them in another school of the appropriate grade level in the District. Pupil enrollment in a school outside of their area of attendance will be based on the following criteria:

- a. A pupil may not be enrolled if the request is in excess of the capacity of the school as determined by the District on an annual basis.
- b. A transfer of student to a school outside of one's attendance area may be denied in order to maintain the appropriate racial and ethnic balances among the District's school.
- c. No pupil who currently resides in a school's attendance area may be displaced by pupils transferring from outside of the school's attendance area.
- d. Existing entrance criteria for specialized schools or programs may be employed so long as the criteria are uniformly applied to all applicants.

2. Application Process

- a. Parents/guardians will be informed of all statutory and local attendance options available with the District each year at the time of pre-registration and as part of the District's annual "Parents' Rights Notification" at the beginning of each school year.
- b. Application forms for transfer to another school may be obtained at any school administrative office.
- c. Parents/guardians must complete application forms and submit the application to the Principal's Office at the school they wish to attend for the following school year.
- d. The District will hold a random lottery selection for available openings if application requests exceed the available openings within the established school capacity and racial/ethnic balances targets.
- e. The District will assign available openings to students whenever there are fewer requests than available openings.
- f. Applications in excess of available openings will be placed on a waiting list and will be afforded the first opportunity for enrollment whenever openings are available. Late applicants may be added to the waiting list in the order in which they apply. A new list will be created each year.
- g. Students not selected for enrollment through the random lottery selection process for available openings will be enrolled in the school of their designated attendance area (home school).
- h. The selection of students for transfer to another school will be based solely on this random lottery selection process, regardless of any particular identified student "need."

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- i. Once enrolled in a school outside of a student's attendance area (home school), a student shall not have to apply for readmission. However, the student may be subject to displacement due to excessive enrollment in subsequent years.
- j. The Superintendent or designee shall inform applicants by mail as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
- k. Applicants who receive approval must confirm their enrollment within two weeks.

3. Maximum School Capacities

- a. The maximum capacity for each school in the District will be established by the Board on an annual basis to insure an equitable distribution of students throughout the District. The establishment of annual capacities for a school will be based on state criteria for facilities for each school's attendance area.
- b. School capacities will be established by the Board prior to March 1 for the following school year.
- c. No student who currently resides in an attendance area of a school shall be displaced by a student transferred from outside the attendance area.

4. Racial And Ethnic Balances

- a. The Superintendent will recommend racial and ethnic balance targets to the Board annually by February for the following school year. The Board will take action of those targets annually.
- b. Racial and ethnic targets will be based on the prior school year's CBEDS data. Standards will be established separately for middle and high schools and will be reported as "white" and "minority."
- c. Racial and ethnic targets will be established at +/- 15% of enrollment percentages for middle or high schools. The Superintendent will report those percentages to the Board as part of an annual report.

5. Appeal Process

- a. Any complaints regarding the selection process should be submitted to the Superintendent or designee.
- b. In the event a request for transfer is denied because of excessive enrollment beyond a school's capacity or racial/ethnic balance target, a parent/guardian may request transfer on the merit of a pupil's specific, established, documented and unique need.
- c. Such a request must be filed with the Director of Pupil Personnel Services who will evaluate the identified "need" and render a decision.
- d. An appeal of the Director's decision may be made to the Superintendent who will also investigate the merits of the student's "needs" to insure that the appeal process is not

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- designed to circumvent the random open enrollment process in "b" above. The decision of the Superintendent will be final and may not be appealed to the Board.
- e. Any approved appeals will be included into a school's capacity or racial/ethnic balance calculation. Established capacities and targets may not be exceeded by any other process.

6. Transportation

- a. Except as required by 20 USC [6316](#), for transfers out of Title I Program Improvement schools, the District shall not be obligated to provide transportation for students who attend school outside their attendance area. Upon request, the Superintendent or designee may authorize transportation contingent upon available space and funds.
- b. Pupils may utilize the transportation services available to students within the established attendance areas so long as there is adequate space available on buses for students residing within the designated attendance area.
- c. Students in identified specialized programs entitled to receive transportation may continue to receive such services.

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