

**EL DORADO UNION HIGH SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Students

**ADMINISTRATIVE INTRADISTRICT VOLUNTARY
TRANSFER – COMPREHENSIVE SITES
AR 5116.2**

INTRADISTRICT VOLUNTARY TRANSFER REQUEST PROCESS

Administrative intradistrict voluntary transfer requests will be accepted for review prior to January for the **following** school year unless extenuating circumstances apply. One application will be considered during each application period; multiple applications will not be considered. Parents will receive notice of the application period in the *Annual Notifications to Parents/Guardians* publication. Incoming 9th graders will be notified through the 9th grade registration process. Parents/guardians will be notified by May 15 of the acceptance or denial of their transfer request. This will ensure that all students within the requested school's attendance area will have first consideration for schedule requests.

If the desired school campus has reached or exceeded enrollment capacity, administrative intradistrict voluntary transfer requests may be considered if the request meets any of the following criteria.

1. Safety—A harmful or dangerous special circumstance exists in the current attendance area that will be remedied by the transfer. Such circumstances need to be validated by a law enforcement official, social worker, or properly licensed professional such as psychiatrist or psychologist or other appropriate medical doctor.
2. Siblings—Students with siblings who would be attending a district high school concurrently. Siblings must reside within the same household.
3. Middle Schools/Incoming 9th Graders—Students who attend middle school within an open enrollment school district will be required to attend high school based on their residence (home address).

Students who live WITHIN the El Dorado Union High School District (EDUHSD) boundaries and attend a middle school on an INTERDISTRICT TRANSFER will be required to attend high school based on their residence (home address). High school boundaries will apply.

Students who live WITHIN the EDUHSD boundaries and attend a middle school on an INTRADISTRICT TRANSFER will be required to attend high school based on their residence (home address). High school boundaries will apply.

Students who live OUTSIDE the EDUHSD boundaries and attend a middle school on an INTERDISTRICT TRANSFER must reapply for an interdistrict transfer to the high school district. Placement within the District will be at the discretion of the high school district with complete consideration for the total enrollment of each high school site.

4. Student is a Parent—The student is a parent who has child care needs that require the student-parent’s attendance at the requested high school.
5. Student/Family Moves Within District (desires to stay at current school)—The student changes residence but is still within the district and wishes to remain a part of the school’s graduating class to which the student was assigned.
6. Student/Family Will Be Moving (desires to transfer to requested school prior to moving)—A student may request a transfer to a school if the move is within 90 calendar days of the request. Evidence must be provided (e.g., utility bills, escrow papers, rental agreement) to establish the new address. Should the anticipated move not occur, the student will be reassigned to the school of residence.
7. Specialized/Specific Program—In requesting a specialized program, the student/parent (guardian) must provide empirical evidence to clearly demonstrate that the student has had post-high school intentions in a specific career path which are reasonable for a student of that age. It must be demonstrated that a prior pursuit or preparation for a specific career path has occurred (e.g., middle school feeder program, community service, community-based organizations, etc.). Enrollment in a specialized program may only be considered after the students attending the school (where the program is offered) are given priority enrollment for the program. Students admitted to a specialized program must maintain enrollment in the program for eight consecutive semesters (or the equivalent). A student will be transferred back to their home school if the enrollment requirement is not completed.
8. Staff Children—Children of staff, faculty, and administrative employees of the El Dorado Union High School District can attend school at the school site that is the parent’s primary place of employment. This does not apply to seasonal staff, extracurricular advisors/staff, or coaches.
9. Special Education/504—All schools within the El Dorado Union High School District have equally complete programs that address the educational needs of students who qualify for special education services and 504 modifications.
10. Modified Block / 4x4 Schedule—All schools within the El Dorado Union High School District have different schedules that are unique to their individual campuses and communities. Intradistrict transfers will **not** be granted based on a desire for a particular schedule.

TRANSFER PROCESS

1. The request is made on the district's form for Administrative Voluntary Intradistrict Transfers that is available at the school sites. AR 5116.2 is also available to persons requesting this form.
2. All information requested on the form is fully and accurately completed, and the form is signed by the parent/guardian. Empirical evidence and/or supporting documentation **must** be attached.
3. The requestor contacts the principal of the student's designated school and provides him/her with the completed form and any appropriate supporting documentation.
4. The home school principal contacts the principal of the proposed receiving school to review any other pertinent information.
5. The home school principal will approve or deny the request based on the information provided on the completed form and empirical evidence documentation. All decisions will be based on district requirements, Board policies/regulations, and required time lines. The transfer form and documentation will be forwarded to the principal of the requested school for approval or denial. Any principal that denies the request will document the reason(s) for the denial on the transfer form.

Both principals must recommend acceptance of an intradistrict transfer before it is considered approved. The Assistant Superintendent for Student Services shall resolve disagreements between principals and appeals by parents.

New information provided by the parent shall be provided to the home school principal.

APPEALS

1. Decisions made by principal(s) may be appealed to the Director of Student Services only after all information has been provided by the parent/guardian to the principals and they have considered it in their decision-making. No new information may be used for the appeal to the Director.
2. The Director of Student Services shall review (a) the information presented by the parent/guardian and (b) the rationale for the principal's decision. Appeal decisions will be based on the following parameters:
 - a. Did the school site administrator consider/have a chance to consider all information being provided by the student and parent/guardian?
 - b. Were Board policies and/or district, state, or federal regulations or law violated? If not, the principal's decision shall stand.

3. When appealing a decision, parents must stipulate which of the above procedures were violated and how they were violated. If all information was considered and the decision of the principal(s) did not clearly violate Board policies and/or district, state, or federal regulations or law, the appeal for intradistrict transfer will be denied. This decision will be communicated to the parents/guardians and administration within 2 weeks of the receipt of the appeal by the Director of Student Services.
4. If the requested intradistrict is denied by the site principal(s) and this denial is confirmed by the Director of Student Services, an appeal by the parent/guardian may be made to the Superintendent if the parent/guardian believes the district failed to follow the Board policies and/or district, state, or federal regulations or law.
5. If after an appeal to the Superintendent, the parent/guardian still believes the District is not following the Board policies and/or district, state, or federal regulations or law, an appeal may be made to the Board of Trustees.

**STIPULATIONS OF GRANTED ADMINISTRATIVE INTRADISTRICT
VOLUNTARY TRANSFERS**

1. No student currently residing within a school's attendance boundary shall be displaced by another student.
2. All transfer approvals are based on the assumption that information presented in the request is accurate and complete. If at any time school officials determine that erroneous or incomplete information was used to attain a transfer approval, the student will be moved to their appropriate school of residence as soon as the superintendent/designee deems appropriate, but in any event, not later than the start of the next school semester.
3. District transportation will not be provided for a student who attends a school outside of his/her attendance area.
4. Students will be subject to the same involuntary transfer regulations and processes as other students. The principal may recommend a student for an involuntary transfer to a continuation school for irregular attendance from required instruction, habitual truancy, poor academic performance, and/or disciplinary actions, as described in Administrative Regulation 5118.1 (Transfer of Pupil to Continuation School).

DEFINITIONS

A **Specialized Program** is defined as a series of courses; a sequence of eight consecutive semesters (or the equivalent) of courses leading to entrance into a postsecondary career. Specialized programs must be unique to the high school requested and may require prerequisite courses. If prerequisite courses are offered at the home school, transfer requests will not be considered until prerequisite course work has been successfully completed and documented.

Foreign languages are not considered to be specialized programs as they are unique to the availability of a specific teacher's ability to teach a particular foreign language. A specialized program is designed to remain with the school and is not specific to an individual teacher.

Empirical Evidence is defined as substantive information clarifying conditions or circumstances that have existed for a significant period of time. Such conditions and circumstances must be substantiated by written verification. Examples of such verification might include, but not be limited to:

- court orders
- transcripts of course work
- participation in related programs or activities
- written testimony/recommendation by a properly licensed or registered professional (e.g., physician, therapist, psychologist, psychiatrist, etc.) who has a long-standing relationship with the student
- escrow agreement/building contract
- cultural/family experience
- work history
- verified unique/advanced skill development
- temporary restraining order/injunction
- written statement by a state/local agency, e.g., law enforcement.

SCHOOL CHOICE PROVISIONS FOR VOLUNTARY INTRADISTRICT TRANSFERS

In addition to the criteria listed earlier in this regulation, students may be eligible for one of the School Choice Provisions described below. School Choice Provisions can only be requested once and must be made prior to a student attending a high school in the District. Other voluntary intradistrict transfers will be considered based on the criteria outlined on pages 1 and 2.

Peer Group Provision

Students will be eligible based on the following parameters:

- It is determined that the School of Choice will be below 99% of its classroom capacity, based on current and projected enrollments.
- For 2013/14 and 2014/15 a student must reside in a feeder school attendance area where it is determined that 5% or less of resident students are scheduled to attend a different high school than the majority of their peers.
- For 2015/16 a student must reside in a feeder school attendance area where it is determined that 6% or less of resident students are scheduled to attend a different high school than the majority of their peers.

- An analysis will be conducted on an annual basis, as soon as enrollment data is available, to determine the status of the eligibility criteria in relation to each of the high schools in the district. Once qualifying areas of choice are identified, 7th and 8th grade students in these areas will be eligible for the School Choice Provision. The School Choice Provision application window will be open in November and December of the student's 8th grade year for students who were eligible in 7th and 8th grade.

Less Impacted School Provision

Students will be eligible based on the following parameters:

- Students scheduled to attend an impacted school within the EDUHSD may choose to attend a school that is identified as less impacted.
- In 2012/13, and on a biennial basis thereafter, as soon as enrollment data is available, an analysis will be conducted to determine which high schools are impacted and whether the Less Impacted School Provision will be implemented. Schools eligible for transfer will be posted. Once the provision is identified as viable in a given year, eligible students can request a transfer.