



EASTSIDE UNION SCHOOL DISTRICT

2022-2023

INTRA-DISTRICT PERMIT APPLICATION

STUDENT INFORMATION				
Student Last Name	First Name	Middle Name	Date of Birth	
Home Address			City	Zip Code
Date Moved to this Address	Name of Most Recent School Attended		2022/2023 Grade Level	Special Education YES NO

School of Residence: Columbia Eastside Enterprise Tierra Bonita Gifford C. Cole
 Current Program: Traditional Learning Course-Based Independent Study (Virtual Learning) Independent Study

Name of Mother/Guardian		Name of Father/Guardian	
Home Address		Home Address	
City, Zip		City, Zip	
Home Phone	Work/Cell Phone	Home Phone	Work/Cell Phone
Email Address		Email Address	

Reason for Request		
<input type="checkbox"/> Child Care	<input type="checkbox"/> Parent/Guardian Employment	<input type="checkbox"/> Other (<u>write reason below</u>)
<input type="checkbox"/> Continued Enrollment	<input type="checkbox"/> District Employee	
<input type="checkbox"/> Sibling at school	<input type="checkbox"/> Residence Change	
Additional Information:		

School Requested: Columbia Eastside Enterprise Tierra Bonita Gifford C. Cole
 Program Requested: Traditional Learning Course-Based Independent Study (Virtual Learning) Independent Study

Name of Parent (Print)	
Signature of Parent	Date

Administration Use Only	
<input type="checkbox"/> Request is Granted	<input type="checkbox"/> Request is Denied
Reason for Denial: <input type="checkbox"/> School/Program requested has reached capacity.	Date Request Received:
District Administrator Signature/Date	

E.U.S.D. POLICY AND REGULATIONS

INTRA-DISTRICT OPEN ENROLLMENT BP 5116.1

The Governing Board of the Eastside Union School District considers public school choice to be a significant component of education reform and supports the parental desire to select the very best educational program for their child. Students who reside within the boundaries of the district may apply for enrollment in any district school regardless of the location of their residence.

The Board supports the concept of the neighborhood school. The Superintendent or designee shall develop policy and procedures which insure that current residents within a school's attendance boundary shall not be displaced by students seeking an intra-district transfer. The Board also recognizes the desire of parents/guardians to promote continuity in their child's education.

The Superintendent or designee shall determine the capacity of each district school and establish a "random, unbiased" selection procedure for the admission of students outside a school's attendance boundary. (Education Code 35160.5)

Transportation of students to a "school of choice" is the responsibility of the parent/guardian. The district will not provide transportation outside the school's attendance boundary to accommodate intra-district transfers. **Excessive, documented student absences and/or tardies, and disruptive behavior may constitute grounds for revocation of an intradistrict transfer.**

The placement of students in Special Education programs (e.g., Resource, Special Day Class, Speech Therapy) shall be governed by, and a result of a student's Individualized Education Program (I.E.P.) planning process.

The Superintendent or designee shall annually notify parents of enrollment options within the district. The Board shall annually review enrollment options. The Superintendent or designee shall establish regulations to implement this policy in accordance with law.

INTRA-DISTRICT OPEN ENROLLMENT AR 5116.1

Enrollment Priorities

1. No student currently residing within a school's attendance area shall be displaced by another student under an open enrollment agreement. (Education Code 35160.5)
2. The Governing Board retains the authority to maintain appropriate racial and ethnic balances among district schools. (Education Code 35160.5)
3. A parent/guardian request to enroll all siblings in the same school shall be accommodated within the confines of student capacity at each school, the restrictions of law and good educational practices.
4. All intradistrict transfer applications received within the designated "window" period shall be considered for approval prior to final determination.

School Capacity

1. The Superintendent or designee shall establish the student capacity for each school to accept intradistrict transfers.
2. When computing capacity to accept intra-district transfers, a school's resident population shall include all current students attending the school who reside within the school's attendance area, and all current district approved intra-district and inter-district transfer students attending the school.

Selection Process for 2022-2023

1. On or before February 24, 2022 parents shall be informed of existing attendance options within the school district. Notification shall include instructions for applying for intra-district transfers for the following school year, and the specified dates for the window period for submitting applications. The designated window period shall begin on February 24, 2022 and extend through March 26, 2022, or no less than four weeks. All applications received during the window period will be considered equally. Intra-district requests received outside of the window period shall not receive consideration for approval except in exceptional circumstances.
 - a. Parent/guardian requests that their child be allowed to complete the school year at the current school of attendance when the family has made a midterm move outside of the school's attendance boundary shall be based on school capacity, the priorities listed above, and in the best interests of the child.
2. The selection process shall be random and unbiased:

All intra-district transfer requests (received within the designated window period) shall be chosen through a random selection process for consideration based upon available capacity at the school of choice. Priority may be given to:

 - a. Siblings of students already attending the school of choice on an approved intra-district transfer.
 - b. Students who have recently attended the school of choice but who have been displaced by a school attendance boundary shift, a family move outside of the attendance boundary, or school student capacity limitations.
3. Notification regarding approval or disapproval for future term requests, the district has until 14 days into the start of the school year to provide the parent/guardian with final decision. For current term requests, the district has 30 days to calendar days to provide the parent/guardian with the final decision. If approval is denied, the reason for denying the request shall be stated.
 - a. Parents/guardians whose applications have not been approved may be placed, at their option, on a waiting list for possible placement in the school of choice no later than the third full week of the school year.
 - b. Parents/guardians who have been denied an intradistrict transfer may appeal in writing to the Superintendent or designee. All appeals must be received by June 14, 2022. The Superintendent or designee shall meet with the applicants by June 30, 2022, to consider the appeal. The Superintendent or designee shall inform the parent/guardian in writing within 10 working days of the decision. Appeals to the Board shall be considered at the second regular Board Meeting in July, 2022, or the first regular Board Meeting in August, 2022.

SCHOOL ATTENDANCE BOUNDARIES BP 5116

The Governing Board shall regularly review school attendance boundaries, taking into account school capacities and enrollment data, geographic features, student safety and transportation, racial and ethnic balance, educational programs such as magnet schools, and community input.

The Superintendent shall establish attendance areas for all students in the district. Assignments shall be such that the educational program is implemented and all facilities are economically utilized as fully as possible. The Superintendent or designee may place some students in a school outside of their attendance area in order to alleviate overcrowding. If available, transportation shall be provided for such students.