

PINER-OLIVET UNION SCHOOL DISTRICT

Interdistrict Attendance Transfer Process

Current School Year

All transfers requests received for a current school year will be processed within 30 days of receipt.

- Approval based on space availability
- Denial based on grade level and/or specialized program are at capacity
- Revoked or Rescinded based on violation of Behavior and/or Attendance Agreement

Timeline for 2019-2020 School Year

January 25, 2019

Accept Interdistrict Transfer Request (Parent will receive confirmation as soon as possible, but no later than 14 days after commencement of instruction begins for 2019-2020 school year).

No later than February 18, 2019

D.O. begins approving transfers for students outside the school boundaries.

March 2019- August – August 5, 2019

Transfer request will be accepted on a first come, first serve basis and will be placed as space is available.

August 7, 2019

D.O. approves transfers as space is available according to the Student Capacity Resolution for 2019-2020 school year.

- NOTE: The **Transfer Wait List** does *not* take priority over students living in the school boundaries. Resident students of a school will be enrolled on a first come, first serve basis.

Interdistrict transfer process continued:

Reasons to consider approval for Interdistrict Attendance transfers into a district:

- Child care (name, address, and phone of provider)
- Valid interest in a particular educational program not offered in the district of residence (describe)
- To provide a change in school environment for reasons of personal and social adjustment. (describe)
- Mental or physical health and/or safety needs (attach statement from physician, psychologist, juvenile authority, or appropriate school staff)
- Recommended by SARB and/or county agency for home or community problems (provide written documentation)
- Complete current school year or remain with graduating class
- When the parent provides written evidence that he family will be moving into the district in the immediate future and would like the student to start the year in the district.
- Sibling attending (name, grade, and school)

Reasons to deny incoming transfers:

- Grade level is at capacity
- Specialized program is at capacity
- Student's misbehavior while attending school of residence

Reasons to Revoke or Rescind an approved transfer:

- Students violates Behavior Agreement
- Student violates Attendance Agreement
- Student becomes eligible for a program that is at capacity or potentially impacted

Reasons to cancel an approved transfer:

- Parents neglects to respond to approved transfers within two weeks or approval
- Parent neglects to submit a written explanation or document where requested

Interdistrict Transfer Out of the District is outlined in Piner-Olivet Union School District's Administrative Regulation 5117.

Appeal Process

- Submit Interdistrict Attendance Appeal and Request for Hearing within 30 calendar days of denial to the Superintendent.

Board Policy

Interdistrict Attendance

BP 5117
Students

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.

(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5118 - Open Enrollment Act Transfers)

Interdistrict Attendance Permits

Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs.

The Superintendent or designee shall ensure that interdistrict permits specify the terms and conditions agreed to by both districts for the granting, denial, or revocation of the permit as well as the standards for reapplication.

The Superintendent or designee may deny the granting of an interdistrict attendance permit because of overcrowding within district schools or limited district resources.

Transportation

The district shall not provide transportation outside any school attendance area. However, upon request, the Superintendent or designee may authorize transportation for students living outside an attendance area to and from designated bus stops within the attendance area if space is available. Priority for such transportation shall be based on demonstrated financial need.

Limits on Student Transfers out of the District to a School District of Choice

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

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

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

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

ATTORNEY GENERAL OPINIONS

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

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

COURT DECISIONS

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 PINER-OLIVET UNION SCHOOL DISTRICT

adopted: February 10, 2011 Santa Rosa, California

Administrative Regulation

Interdistrict Attendance

AR 5117

Students

Interdistrict Attendance Permits

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons:

1. To meet the child care needs of the student

Such students may be allowed to continue to attend district schools only as long as they continue to use a child care provider within district boundaries.

2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel

(cf. 6159 - Individualized Education Program)

3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance

4. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year

5. To allow the student to remain with a class graduating that year from an elementary school.

6. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.

7. When the student will be living out of the district for one year or less

8. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence

(cf. 5113.1 - Chronic Absence and Truancy)

9. When there is valid interest in a particular educational program not offered in the district of residence

10. To provide a change in school environment for reasons of personal and social adjustment

An interdistrict attendance permit shall not exceed a term of five years. Each permit shall stipulate the terms and conditions established by both districts under which interdistrict

attendance shall be permitted, denied, or revoked, and any standards for reapplication (Education Code 46600).

Once a student is enrolled in a school, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the permit. (Education Code 46600). Examples of conditions that may result in revocation include falsification of information stated on the permit application, unsatisfactory attendance, continual disruption, or poor academic achievement.

The Superintendent or designee may deny initial requests for interdistrict attendance permits if school facilities are overcrowded at the relevant grade level or based on other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

(cf. 5145.6 - Parental Notifications)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Regulation approved: PINER-OLIVET UNION SCHOOL DISTRICT
February 10, 2011 Santa, Rosa, Californ

Exhibit

Interdistrict Attendance

E 5117

Students

BEHAVIORAL CONTRACT K-6

DISTRICT OFFICE

3450 Coffey Lane, Santa Rosa, CA, 95403

Phone: (707) 522-3000 and Fax #: (707) 522-3007

Behavioral Contract for:

I understand that:

1. I must arrive at school on time.
2. I must come to school prepared with materials and my homework.
3. I will show respect for myself, my classmates, my teachers, and all other members of the school community.
4. I will ask the teacher if I need to leave the classroom for any reason.
5. I will not fight at school. I will use words and not my hands when I want to disagree with someone.
6. I will not use bad language.
7. I will not bring toys to school.
8. I will settle conflicts peacefully and ask for assistance from school staff if necessary.
9. I will do what my teacher, the principal or any staff member tells me that I need to do.
10. I will listen and pay attention in class.
11. If I am having a problem, I will tell my teacher and ask for help.

Date _____

Student Signature _____

Parent Signature _____

District Office Administrator's Signature _____

Exhibit PINER-OLIVET UNION SCHOOL DISTRICT

version: February 10, 2011 Santa, Rosa, California

School Districts of Sonoma County
Request for Interdistrict Attendance Permit

For school year _____ New student
For grade _____ Continuing student

If one or both parents or legal guardians are employed within the boundaries of the district you are requesting and that district accepts "employment related" transfers, do not complete this form. Request the "employment related" interdistrict attendance form. Use a separate form for each child. Please type or print. See reverse for parent rights. **READ FORM CAREFULLY AND COMPLETE ALL SECTIONS TO AVOID DELAYS.**

Part A: Parent/guardian completes this section and returns all copies to the school district of residence.

Student's Name: _____ Date of Birth: _____
School District of Residence: _____ County: _____
School of Attendance or Last Attended: _____ Current Grade: _____
School District of Desired Attendance: _____ County: _____
School Requested: _____ (DISTRICT RETAINS THE RIGHT TO ASSIGN STUDENT TO ANY SCHOOL.)

IMPORTANT: Each school district in Sonoma County has a local policy and criteria for accepting or denying requests for interdistrict attendance permits, which may or may not include the reasons listed below. After reviewing the policies of your district of residence and the district of desired attendance, check the reason for requesting the interdistrict attendance permit. Attach a written explanation or documentation where requested.

Reason for request:

- Child care (name, address, and phone of provider) _____
- Specialized or unique educational program (describe) _____
- Change in social environment (attach explanation)
- Mental or physical health and/or safety needs (attach statement from physician, psychologist, juvenile authority, or appropriate school staff)
- Recommended by SARB and/or county agency for home or community problems (provide written documentation)
- Complete current school year or remain with a graduating class
- Moving into district in the immediate future (provide written evidence)
- Sibling attending (name, grade, and school) _____
- Other: _____

For information purposes only and for the sole purpose of determining capacity and space issues which would require the creation of a new program or service, has this student or does this student currently receive special education or other special services, such as section 504? Yes No (describe) _____

Is this student currently under an expulsion order? Yes No If yes, attach copy

Name of parent/guardian: _____ Daytime phone: _____
Complete address: _____ Email address: _____

I declare, under penalty of perjury under the laws of California, that the information provided above is true and accurate. I understand that this information may be verified and that inaccurate or false information may subject my request to denial or revocation. I understand that I am responsible for the transportation of my student. I further understand that, to maintain this permit, my student must comply with the terms and conditions of the districts' attendance agreement, if any, which includes but is not limited to those terms and conditions set forth below and the academic, behavior, and attendance policy requirements of the district of desired attendance. **I understand that the interdistrict attendance permit must be renewed annually**, if the above listed districts have an attendance agreement which provides for such. I further understand that neither district may rescind an existing permit for a student entering grades 11 or 12 in the subsequent school year.

PARENT/GUARDIAN SIGNATURE

DATE

Part B: School district of residence completes and forwards all copies to school district of desired attendance.

Action of District of Residence: Current Attendance Agreement with District of Attendance Date received: _____

Approved - terms and conditions: _____

Denied - reason: _____

Signature and title of authorized representative

Date

Part C: School district of desired attendance completes and distributes copies as indicated below.

Action of District of Desired Attendance: _____ Date received: _____

Approved - terms and conditions: _____

Denied - reason: _____

Signature and title of authorized representative

Date

PARENT RIGHTS AND DUTIES

Relating to Interdistrict Attendance Agreement Requests

As a parent or legal guardian, you have the right to:

- Request an interdistrict attendance agreement from your district of residence.
- Receive a written copy of local school board policy relating to interdistrict attendance agreement requests from both the district of residence and the district you desire to attend.
- Receive a written copy of the Districts' Attendance Agreement, if any, which stipulates the terms and conditions under which the interdistrict attendance shall be permitted or denied.
- Discuss your situation with your local district superintendent or appointed designee.
- Appeal an adverse decision to the school board denying the permit request, pursuant to that school board's policies, and receive written notice of local board action within a period of time specified by the board policy.
- Receive notification from the district denying the request or the district of residence, within 30 days of a request for an interdistrict transfer, regarding the process for appeal to the Sonoma County Board of Education.

You are encouraged to review the governing board policy for further information and any additional rights.

SOLICITUD PARA PERMISO DE ASISTENCIA INTERDISTRITAL

Si uno o ambos padres o tutores están empleados dentro de los límites del distrito solicitado y ese distrito acepta transferencias "relacionados al empleo" no utilice este formulario y pida la solicitud para asistencia interdistrital "relacionada al empleo". Complete un formulario separado para cada estudiante. Favor de escribir a máquina o en letra de molde. Véase el reverso para los derechos de padres. LEA EL FORMULARIO CUIDADOSAMENTE Y COMPLETE TODAS LAS SECCIONES PARA EVITAR DEMORAS.

Sección A: El padre/madre/tutor legal completa esta sección y devuelve todas las copias al distrito escolar de residencia.

Nombre del estudiante: _____ Fecha nacimiento: _____
 Distrito escolar de residencia: _____ Condado: _____
 Escuela actual o la última a la que asistió: _____ Grado actual: _____
 Distrito escolar solicitado: _____ Condado: _____
 Escuela solicitada: _____ (EL DISTRITO RESERVA EL DERECHO DE ASIGNAR AL ESTUDIANTE A CUALQUIER ESCUELA.)

IMPORTANTE: Cada distrito escolar en el condado de Sonoma tiene una política y criterios locales para aceptar o negar solicitudes de permiso de asistencia interdistrital que podrían o no incluir las razones impresas a continuación. Después de revisar las políticas de su distrito de residencia y del distrito solicitado, marque la razón por la que solicita un permiso de asistencia interdistrital. Anexe una explicación escrita o documentación cuando se exige.

Razón por la solicitud:

- Cuidado de niños/guardería (Nombre, dirección y teléfono de la persona o entidad que presta el cuidado) _____
- Programa educativo especializado o único (describa) _____
- Cambio de ambiente social (anexe explicación)
- Necesidades de salud mental o física y/o de seguridad (anexe declaración del médico, psicólogo, autoridad juvenil, o personal escolar apropiado)
- Recomendación de SARB u otra agencia del condado por problemas en el hogar o la comunidad (anexe documentación escrita)
- Permitir que el estudiante complete el curso actual o que permanezca con su clase de graduación
- Mudanza al distrito en el inmediato futuro (anexar comprobante escrito)
- Asistencia por un hermano/a (nombre, grado, y escuela) _____
- Otra: _____

Para fines de información y con el único propósito de determinar cuestiones de capacidad y espacio que requerirían el crear un nuevo programa o servicio, ¿ha recibido o está recibiendo actualmente este estudiante educación especial u otros servicios especiales, tales como sección 504?

No Sí (describir) _____

¿Está este estudiante bajo una orden de expulsión? No Sí (anexe copia de la orden de expulsión)

Nombre del Padre/Madre/Tutor Legal: _____ Teléfono de día: _____

Dirección completa: _____ E-mail: _____

Yo declaro, bajo la pena de perjurio y bajo las leyes del Estado de California, que la información proveída es verdadera y correcta. Entiendo que esta información puede ser comprobada y que dar información falsa o incorrecta puede ser motivo de negar o revocar mi solicitud. Comprendo que soy responsable por el transporte de mi estudiante. Comprendo además que, para mantener este permiso, mi estudiante debe cumplir con las condiciones y los términos del acuerdo de asistencia del distrito, si hubiese, los cuales incluyen pero no se limitan a aquellos términos y condiciones impresos más abajo, y con los requisitos de las políticas académicas y de asistencia y comportamiento del distrito solicitado. **Comprendo que el permiso de asistencia interdistrital debe renovarse anualmente**, si los distritos indicados arriba tienen un acuerdo de asistencia que lo requiere. Comprendo además que ninguno de los distritos puede anular un permiso existente para un estudiante que entra a grados 11 o 12 en el año escolar subsiguiente.

FIRMA DEL PADRE/MADRE/TUTOR LEGAL

FECHA

Sección B: El distrito escolar de residencia completa esta sección y envía todas las copias al distrito escolar solicitado.

Acción del Distrito de Residencia: Acuerdo de Asistencia vigente con el Distrito de Asistencia Fecha de recibo: _____

Aprobado – términos y condiciones: _____

Negado – razón: _____

 Firma y título del representante autorizado

 Fecha

Sección C: El distrito escolar solicitado completa esta sección y distribuye las copias según está indicado abajo.

Acción del Distrito Solicitado: _____ Fecha de recibo: _____

Aprobado – términos y condiciones: _____

Negado – razón: _____

 Firma y título del representante autorizado

 Fecha

DERECHOS Y RESPONSABILIDADES DE LOS PADRES

Relacionado a: Solicitud de Permiso de Asistencia Interdistrital

Como padre o tutor legal, usted tiene derecho a:

- Solicitar un permiso de asistencia interdistrital de su distrito de residencia.
- Recibir de ambos distritos, distrito de residencia y distrito al que está solicitado, una copia escrita de la política de la mesa directiva local relacionada a las solicitudes de permiso de asistencia interdistrital.
- Recibir una copia escrita del Acuerdo de Asistencia del distrito, si hubiese, estipulando las condiciones y términos bajo los cuales se permite o niega la asistencia interdistrital.
- Discutir su situación con el superintendente (o persona designada) de su distrito local.
- Apelar una decisión adversa a la mesa directiva que ha negado el permiso, conforme a las políticas de la mesa directiva, y recibir notificación por escrito de la acción del distrito sobre su solicitud dentro del periodo de tiempo especificado en la política de la mesa directiva.
- Recibir notificación del distrito rechazando la solicitud o del distrito de residencia, dentro del plazo de 30 días a partir de la solicitud de transferencia interdistrital, en cuanto al proceso de apelación al Consejo de Educación del Condado de Sonoma.

Consulte la política de consejo para más información y derechos adicionales.