



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6127

PAGE: 1 OF 9

CATEGORY: Student, Admission/Withdrawal

EFFECTIVE: 1-29-62

SUBJECT: Choice Enrollment

REVISED: 12-07-2001

A. PURPOSE AND SCOPE

- To outline administrative procedures governing the processing of parent requests for attendance at a school other than the school in the attendance area containing the student's legal residence. This procedure applies only to changes of schools *within* San Diego Unified School District.

2. Related Procedures:

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|--|------|
| School-initiated placement/School-Initiated | |
| Placement Council | 4605 |
| Interdistrict attendance permits | 6126 |
| Enrollment for child care | 6128 |
| Voluntary Ethnic Enrollment Program (VEEP) | 6135 |
| Adult education programs | 4400 |
| Year-round programs in schools, single-track | 4017 |
| Year-round schools, multi-track | 4018 |
| Nonimmigrant aliens registration and termination | 6130 |
| Establishment and change of attendance areas | 0005 |
| Transfer of special education students | 4610 |
| Interscholastic athletic program eligibility | |
| requirements | 4172 |
| Eligibility for participation in cocurricular and | |
| extracurricular activities | 4350 |
| Standards for programming and evaluating gifted | |
| and talented students | 4236 |
| Magnet programs | 4262 |
| Preregistration and registration, K-6 | 6120 |
| Preregistration and registration, 7-12 | 6123 |

B. LEGAL AND POLICY BASIS

- Reference:** Board policy: F-2350, H-1500, H-1501, H-2200, H-2575; Education Code Sections 49072, 56341, 56501; Government Code Section 244.
- All students are required to attend the school serving the attendance area in which they reside unless they are enrolled in an approved integration program or accepted through established procedures covering interdistrict or intradistrict enrollments. Students residing in unassigned areas are assigned to an existing school

by the Instructional Facilities Planning Department, Institute for Learning, in accordance with criteria listed in Procedure 0005.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Integration Services, Reporting, and Enrollment Options Office, Institute for Learning.
2. **Resident Students (no choice application required).** Students living within the residential boundaries established by the Board of Education have first access for enrollment in their resident school. Resident students will be accommodated before nonresident students are enrolled.
3. **Notification of Parents of Choice Options.** Schools are responsible for notifying parents annually of Choice enrollment options (D. 1.).
4. **Continuity of Choice Enrollment.** Enrollment is valid through Grade 12 (elementary to middle to high school) in the articulation pattern of the schools if space is available and if continuous enrollment is maintained in that articulation pattern. Students do not need to reapply as long as they continue to live within the district boundaries.
5. **Choice Enrollment.** The Integration Services, Reporting, and Enrollment Options Office completes application processing, sends Choice Student Enrollment Lists of applicants to the requested school, and maintains records of all Choice applications.
6. **Student Enrollment List.** Principals are responsible for accepting students by grade level in order of their position on the Choice Student Enrollment List as long as space is available. Principals must notify parent/guardian of offer of enrollment.
7. **Transportation.** Transportation is not provided for the students enrolled at a school through the Choice process.
8. **Choice Enrollment Priorities.** The following priorities exist for students filing a Choice application:
 - a. **Priority 1. Sibling of a concurrently enrolled student.** Siblings are required to apply for Choice enrollment in order to attend the same school as a concurrently enrolled Choice student providing they apply between October 1 and March 15 to receive sibling priority status. No sibling priority is given after March 15.

- b. **Priority 2. Gifted cluster program.** Qualified elementary students residing in a geographic school boundary area where a cluster program is not available may apply through Choice to attend another school (other than a total school magnet) offering a cluster program.
 - c. **Priority 3. General Choice request.** Any student *residing in* the San Diego Unified School District may apply to attend *any school in the district other than a total school magnet*. (Magnets must be applied for by using the magnet application process.) (Procedure 4262)
 - d. **Priority 4. General Choice request: Out-of-district student.** Any student *residing outside* the San Diego Unified School District must apply to attend *any school in the district other than a total school magnet through the Choice process*. Magnet program schools must be applied to using the magnet program application process. Parents must also process an interdistrict attendance permit which must be on file prior to enrollment in a district school (Procedure 4262). All district students will be placed before nondistrict students.
9. **Choice Transfers**
- a. A student who transfers from the Choice program or leaves the school and wishes to return shall be subject to all Choice enrollment priority criteria.
 - b. Students enrolled at a school through the Choice program are required to remain at that school for the entire school year.
 - c. All students attending a Choice program must apply to transfer from that program on or before the last working day before school starts or they are committed to complete the school year at the school in which they are enrolled.
 - d. No exceptions to the transfer policy are allowed unless agreed to by the principals of the current and resident schools.
10. **Programs Not Requiring Choice Applications**
- a. **Special education programs (not including gifted).** (Procedure 4610) District policy and federal and state legislation mandate that special education children be educated in their neighborhood school whenever possible or in a school as close to their home as possible. In some instances appropriate placement at the neighborhood school is not available, and placement must be made at a school other than the student's geographic school of residence. A Choice enrollment is

not required when the Special Education Programs Division, Center for Student Support and Special Education, places a student at a school other than his/her geographic school of residence.

- b. **Magnet programs and Voluntary Ethnic Enrollment Program (VEEP).** Choice applications are *not* to be used for enrollment in magnet programs or Voluntary Ethnic Enrollment Programs (VEEP).
- c. **Child care (elementary schools).** Choice applications are not required. Child care regulations are outlined in Procedure 6128.
- d. **Gifted seminar programs.** Qualified seminar students should apply directly to the seminar program they desire, *not* through Choice. If space is available for nonresident students, placement is determined by the seminar site through a site application process.
- e. **Alternative education programs, adult education, and community college classes.** Policies and procedures governing enrollment in these programs are outlined in specific district procedures.
- f. **Health or physical handicap**
 - (1) Health conditions that prevent a child from attending a particular school must be verified *in writing* by a physician, including a statement that the child is, in fact, a patient of the physician, and outlining specific medical reasons for the recommendation. This documentation is submitted to the school of residence which forwards the request to the Intervention Services Department, Center for Student Support and Special Education. A consultation is held with the parent, student, and the district consultant physician to ensure proper placement.
 - (2) If the request is not approved by all parties involved, an appeal may be made to the 504 Office or, if the student has an IEP, to the Executive Administrator, Center for Student Support and Special Education, for review and final placement by the district.
- g. **Personal and social adjustment (Procedure 4605)**
 - (1) See School-initiated Placement/School-initiated Placement Council procedures for process.

(2) School-initiated Placement may not be used to circumvent the school Choice process.

- h. **Contemplated change of residence.** A contemplated change of residence is sufficient cause for enrollment *provided* specific written evidence is submitted showing that a home in another school attendance area has been chosen and that a change of residence will occur within 90 days of the date of new enrollment.
- i. **Resident students who move to a different attendance area** may continue at their current school through the end of the school year as long as space is available and with the agreement of the principal (C.9.d).

11. **General Regulations**

- a. **Applications.** Parents/guardians may apply for a Choice enrollment at as many schools as they wish with the exception of total school magnet programs. Applications received between October 1 and March 15 will be ranked on the Choice Student Enrollment List by grade level for each school according to two factors:
 - (1) Priority for selecting the requested school as listed on the application.
 - (2) A random computer-generated number assigned to each application.
- b. **Timelines.** Requests should be initiated by parents/guardians between October 1 and March 15 for priority placement for the following school year. Applications received after March 15 will be placed on subsequent Choice Student Enrollment Lists in the date and time order without any priority consideration. Students on subsequent lists are not considered for enrollment until students on the first list are offered placement. A new application must be filed each school year if the student has not been offered enrollment or has not enrolled in the requested school.
- c. **Order of enrollment.** Schools shall accept Choice applicants based on the student's order on the Choice Student Enrollment List. However, when a school has reached its facility limit for Choice students, it will cease enrolling new Choice students. Applications of Choice students not enrolled will remain on the Choice Student Enrollment List until the second semester when students may be enrolled. The Choice list expires following the second semester.

- d. **First semester enrollment.** The cutoff date for application to enter or exit the Choice program for the fall semester shall be the last workday before the opening of school. Schools have ten (10) workdays from the day school starts in September to enroll students from the list to fill unexpected available spaces.
- e. **Second semester enrollment.** Students desiring to enter Choice for the beginning of the second semester must submit an application to the Integration Services, Reporting, and Enrollment Options Office by the last workday before winter break for inclusion on the second semester student enrollment list. Schools will have ten (10) days following winter break to enroll students from the list for the second semester.
- f. **Articulation**
 - (1) **Magnet.** Nonresident students at the highest grade level of a magnet school may articulate in the regular feeder pattern as Choice without application. No magnet transportation will be provided.
 - (2) **VEEP.** Students who have moved out of the VEEP allied school area and have remained at the VEEP receiving school through the highest grade level (coded VP2 in SIS) may articulate through the regular feeder pattern as Choice without application. No VEEP transportation will be provided.
- g. **Interim attendance.** While an application for a Choice enrollment is being processed, the student must attend the school of residence or the school he/she has been attending.
- h. **Change of residence.** Resident students moving to a new attendance area within San Diego Unified School District may complete that school year in their current school of attendance with the principal's approval but must apply and be accepted through a Choice enrollment to continue in the school for future years. Enrollment is on a space-available basis. Students are not granted any special priority when applying to a previous resident school after moving.
- i. **Falsification of information.** Falsification on a request form shall result in denial of the request or revocation of enrollment already granted.

12. **Eligibility for Student Privileges.** A Choice enrollment student who maintains continuous enrollment at a school will have district residence eligibility at that school. Interscholastic athletic program eligibility is covered in Procedure 4172; eligibility for participation in cocurricular and extracurricular activities is covered in Procedure 4350.
13. **Transfers Out of Choice.** When a student elects to enter a Choice school, the student shall be considered the same as a resident student. A student shall remain at his/her school for the entire school year. Requests for transfer out of the school must be filed on or before the last working day before school starts in September or students are committed to complete the school year at the schools in which they are enrolled.

D. IMPLEMENTATION

1. **School** distributes "School Choice Program" booklet (E.1.) to all families each October.
2. **Parent/guardian** secures "School Choice Application" (E.2.) from school office or Enrollment Options Office, completes application, and submits it to the school or the Integration Services, Reporting, and Enrollment Options Office between October 1 and March 15 for priority placement on the randomized Choice Student Enrollment List. Applications received after March 15 will be placed on the list in date/time order without priority consideration.
3. **School** records date and time that application is received and forwards application to the Enrollment Options Office. Schools should maintain logs of applications sent to the central office.
4. **Enrollment Options Office** processes all applications received. Between October 1 and March 15 applies the priorities outlined in C. 9. and develops Choice Student Enrollment Lists for each school. Lists are arranged by grade level.
5. **Enrollment Options Office** processes applications and sends the first Choice Student Enrollment List to school sites by April 15 for the coming school year and periodically thereafter.
6. **Principal of requested school** reviews Choice Student Enrollment List of applicants, reviews space available, and enrolls student(s) (by grade level and in order) from list up to determined capacity. The school documents the disposition of each student offered enrollment.

7. Review Process

- a. **A parent/guardian appeal to the Integration Services, Reporting, and Enrollment Options Program Manager.** A request for review of the Choice process may be submitted in writing by the parent/guardian when they believe that district procedure was not followed by a school. The parent/guardian submits a detailed basis for the review request in writing to the Integration Services, Reporting, and Enrollment Options Program Manager. Following a review of the process, the parent/guardian shall be notified in writing of the reviewed process and any decision.
- (1) Program manager reviews the request and confers with the principal, Executive Officer to the Chancellor, instructional leader, or General Counsel, as appropriate.
 - (2) Program manager may concur with the school's decision, adjust placement of student on the student enrollment list or concur with parent/guardian request.
 - (3) Notifies parent/guardian and school in writing.
 - (4) The decision of program manager is final.

E. FORMS AND AUXILIARY REFERENCES

1. School Choice Program booklet, available from the Integration Services, Reporting, and Enrollment Options Office
2. School Choice Application, available from any school or from Integration Services, Reporting, and Enrollment Options Offices
3. Integration Programs and School Choice Transfer Request Form, Stock Item 22-I-5050 (English), 22-I-5060 (Spanish)

F. REPORTS AND RECORDS (Maintained by the Integration Services, Reporting, and Enrollment Options Office)

1. Choice Student Enrollment Lists
2. Summary report of Choice applications processed for school year

SUBJECT: **Choice Enrollment**

NO: **6127**

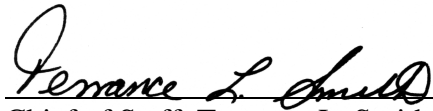
PAGE: **9 OF 9**

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3. Other reports as required by the district

G. APPROVED BY



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For the Superintendent of Public Education