

Sequoia Union HSD

Administrative Regulation

Students

AR 5116.1 (a)

INTRADISTRICT OPEN ENROLLMENT AND ADJUSTMENT TRANSFERS

The Board of Trustees² desires to provide enrollment options that meet the diverse needs and interests of the district's students.

Subject to parental choice rights as established in AB1114, codified at section 35160.5 of the California Education Code, each student living in the district will be assigned to the school serving the attendance area designated by the Board in which his/her parents or legal guardians live. If parents and legal guardians both live in the district, the student will be assigned the school serving the attendance area in which the legal guardians live.

While it is important that each campus is utilized efficiently and that assignment of students to schools supports this efficient use, it is also recognized that parents/guardians frequently wish to choose their child's school. Therefore, incoming ninth-grade students who reside within district boundaries may apply for enrollment in any district school. The Superintendent or designee shall determine the capacity of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area. In accordance with the California Education Code, no student currently residing within a district school's attendance area shall be displaced by another student.

(cf. [5116](#) - School Attendance Boundaries)

There are three types of transfers that provide guardians the opportunity to exercise choice in which district school their child will attend. They include:

1. *Open Enrollment Transfers* – Open Enrollment Transfers are available to incoming 9th grade students who wish to attend a school other than their assigned school. After enrollment targets are established at each school, and a determination is made that there are available seats, a random, unbiased drawing will be held to assign students to those open seats. Incoming ninth graders shall have priority over all other open enrollment transfer requests if the student is applying for transfer to a school where the student's older sibling attends. If granted, an Open Enrollment Transfer, the new school then becomes the student's home school.
2. *Ninth Grade Boundary Exceptions* – In view of changes to the district's school attendance boundaries effective as of the 2015-2016 school year, it is the policy of the district to apply certain reasonable boundary exceptions in order to preserve unity among public school educational communities transitioning to the district's schools. In order to advance that policy, the following three exceptions to the district's established boundaries are established: 1) the student was enrolled in the Tinsley Program during the student's eighth grade year, 2) the student lives in an attendance area that was re-designated as a result of the boundary changes adopted by the Board of Trustees effective as of the 2015-2016 school year, or 3) the student resides in the North Fair Oaks community known as "the Avenues," and wishes to attend Sequoia High School rather than Menlo-Atherton High School. These Ninth Grade Boundary Exceptions will be applied in all cases where they are requested prior to determining whether there are open seats at campuses for purposes of Open Enrollment requests.
3. *Adjustment Transfers* – Adjustment Transfers are available to any student in grades 9 through 12 based upon a determination that the compelling needs of an individual student warrant the approval of the transfer. Adjustment Transfers are based on documented compelling health reasons or compelling special circumstances that are harmful or dangerous to a particular student at the student's school of residence.

Open Enrollment

Open Enrollment Selection Procedures

1. The Superintendent or designee shall identify those schools which may have space available in ninth grade for additional students.
2. Incoming ninth grade students who submit applications to the District by the third Friday in February (or as stipulated in an annual letter to parents) may be eligible for admission to their school of choice the following school year under the District's open enrollment policy. Selection will be subject to capacity.
3. In the event that the Open Enrollment Transfer requests exceed the capacity of a district campus to accommodate all requests, enrollment in a school of choice shall be determined by lot from the eligible applicant pool, and a waiting list shall be established to indicate the order in which applicants may be accepted as more openings occur. Late applicants shall not be added to the waiting list. District administration will maximize the number of open enrollment transfer requests granted after vacancies at a campus are otherwise exhausted by matching requests in cases where a student seeks to transfer to a campus where there is a student who seeks to transfer to the school from which the first student would transfer.

Sibling Open Enrollment transfers

- a. Schools receiving Open Enrollment Transfer requests for admission shall give priority for attendance to incoming siblings of students already in attendance in that school. Sibling requests will be automatically granted if submitted before the closure of the Open Enrollment period and are available only to younger siblings of older students currently enrolled in the requested school. If the sibling preference request is submitted to the district after the open enrollment deadline, there is not a guarantee that it can be honored and the younger sibling will be placed on the waiting list for the requested school.
- b. Ninth-grade sibling Open Enrollment Transfer requests must be submitted during the Open Enrollment period to ensure enrollment at the same school. After the Open Enrollment period ends, sibling transfers will be granted only on a space available basis through the Adjustment Transfer process. Ninth-grade sibling Open Enrollment Transfers requests submitted after the Open Enrollment deadline will receive preference over other adjustment transfer requests or students on a waitlist for a particular school.
- c. Once enrolled, a student shall not have to apply for readmission and the new school will become his/her home school throughout the remainder of their school career. Approved transfers apply only to the student for whom the application was submitted. Other incoming siblings wishing to attend the same school must also apply through the Open Enrollment process.
- d. Sibling Open Enrollment Transfers may only be requested for a student who is new to the district to attend the school in which another sibling is currently enrolled and who will continue to be enrolled in the school year requested.

The Superintendent or designee shall inform applicants by the first week of March as to whether their applications have been approved, denied, or placed on a waiting list. The waiting list will expire each year on April 30.

4. Open Enrollment Transfer requests may not be withdrawn after the deadline for submitting such requests (i.e., the third Friday in February [or as stipulated in an annual letter to parents]). Likewise, open enrollment transfers may not be reversed or rescinded once the transfer is granted. The new school now becomes the student's home school through the remainder of his or her high school career.

5. Admission to a particular school shall not be influenced by a student's academic or athletic performance except insofar as academic standards are required for admission to specialized schools or programs such as programs for gifted and talented students. Such standards shall be uniformly applied to all students. (Education Code [35160.5](#))
6. Special education students wishing to participate in Open Enrollment shall follow all of the above stated procedures; however, the final placement shall be determined through the Individualized Education Program (IEP) process.

Transportation will be provided to intradistrict transferees only to the extent provided to all other district students at established district bus stops.

Ninth Grade Boundary Exception Requests

Ninth Grade Boundary Exceptions are applied to those students who fall into one of the following categories, below. These exceptions are subject to space availability at the receiving district campus and shall be applied for and approved simultaneously with the Open Enrollment Transfer timeline. Students eligible for a Ninth Grade Boundary Exception will be placed in receiving schools prior to determining whether there are available seats at a district campus for placement of Open Enrollment Transfer requests, except that no Boundary Exception requests will be granted until all Sibling Open Enrollment transfers have been granted.

Those applying for any type of Ninth Grade Boundary Exception must use the Ninth Grade Boundary Exception request form and must submit their requests by the same deadline as stipulated for Open Enrollment transfers. Boundary Exception requests may not be withdrawn after the deadline for submitting such requests (i.e., the third Friday in February [or as stipulated in an annual letter to parents]). Likewise, Boundary Exception requests may not be reversed or rescinded once the transfer is granted. The new school now becomes the student's home school through the remainder of their high school career.

There are three different priorities for Boundary Exceptions listed in the order they will be granted:

1. Students enrolled in the Tinsley Program

Students transitioning to the Sequoia Union High School District after participation in the Tinsley Program shall be assigned to District high school campuses pursuant to the District's current school boundary map. However, each such student will be allowed to transfer to the same District high school campus assigned to other students attending the elementary/middle school that the student attended pursuant to the Tinsley Program. Such students must submit a Boundary Exception request during the Open Enrollment period.

2. Students living in re-designated attendance boundaries

Through and including the 2029-30 academic year, students living in an attendance area that was re-designated as a result of the boundary changes adopted by the Board of Trustees effective as of the 2015-2016 school year may request to attend the district school that the student would have attended prior to the adoption by the Board of Trustees of those boundary changes by submitting a Boundary Exception request during the Open Enrollment period. Such requests will be granted to the extent there is capacity at the requested school.

Students seeking an adjustment transfer under the boundary exceptions rule must submit their request by the same deadline as stipulated for open enrollment transfers.

3. *Students residing in The Avenues*

Students residing in the North Fair Oaks community known as “The Avenues,” (the area within the boundaries of Middlefield Road, Edison Way and Eighth Avenue) who remain within the Menlo-Atherton High School attendance area after boundary changes adopted by the Board of Trustees effective as of the 2015-2016 school year, but who wish to attend Sequoia High School, will be eligible to attend Sequoia High School through the Boundary Exception process. Such requests will be granted only to the extent there is capacity at Sequoia High School.

Students seeking a Boundary Exception through residence in The Avenues must submit their request by the same deadline as stipulated for open enrollment transfers.

Adjustment Transfers Adjustment Transfers may be granted to students in grades 9 through 12. An adjustment transfer may be requested for compelling health reasons, if compelling special circumstances exist that are harmful or dangerous to a particular student at the student’s school of residence, or for sibling reasons. The request for transfer will be approved or disapproved by the Superintendent or designee based upon meeting the transfer criteria.

Requests for an Adjustment Transfer because of compelling health reasons or compelling special circumstances that are harmful or dangerous to a particular student at the student’s school of residence will be authorized by the Superintendent, or his/her designee, only in those rare instances in which evidence is produced indicating that the transfer is essential. Request for transfer may be initiated by the student’s parents/guardian. See AR [6184](#) for rights of parents in cases of school-initiated transfers.

A decision to approve or disapprove an Adjustment Transfer request (except in the case of sibling reasons) will be based on the professional judgment of the Superintendent or his/her designee. Factors which may be considered include serious emotional disturbance, serious health condition, unavoidable and highly punitive harassment, previous serious behavioral problems, behavior detrimental to the welfare of other students, or other conflict for which a change of school environment appears to be necessary for a satisfactory education.

Sibling transfer requests submitted after Open Enrollment must go through the Adjustment Transfer process and will be subject to space availability. Sibling transfer requests submitted after the Open Enrollment deadline will be given consideration along with other Adjustment Transfer Requests. Sibling Adjustment Transfers may only be requested for a student who is new to the district to attend the school in which another sibling is currently enrolled and will continue to be enrolled in the school year requested.

Transfer requests for reasons related to a student's special needs will be addressed by the IEP.

Change of Address

Any time that a student changes his/her legal residence following enrollment in one of our high schools, the parent must immediately notify the district by completing the Change of Address form at the district office. The parents/guardians will have the choice of having the student remain at the school in which the student was legally enrolled upon entry into high school or moving the student to the school in the attendance area of the later new residence. The decision to stay or move must be made no later than the first semester break following the change in residence. In the event that a student does not inform the school of a change in residence, but continues in attendance at the school beyond that first semester break after moving, the student will be deemed to have made an election to remain at the school the student attended prior to moving. Once the decision has been made to stay or to move, the decision is final until there is another change in the legal residence of the student.

Notifications

Notifications shall be sent to parents/guardians of ninth, tenth and eleventh grade students at the beginning of each school year and of all eighth grade partner elementary district students no later than October 1st describing all current statutory attendance options and local attendance options available in the District, including: (Education Code [48980](#))

1. All options for meeting residency requirements for school attendance
(cf. [5111.1](#) - District Residency)
(cf. [5111.11](#) - Residency of Students with Caregiver)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)
(cf. [5111.13](#) - Residency for Homeless Students)
2. Program options offered within local attendance areas
3. A description of any special program options available on both an interdistrict and intradistrict basis.
(cf. [5117](#) - Interdistrict Attendance)
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied
5. A district application form for requesting a change of attendance
6. The explanation of attendance options under California law as provided by the California Department of Education

(cf. [5145.6](#) - Parental Notifications)

Regulation Approved: October 9, 2013
Revised: August 8, 2014, August 25, 2014

SEQUOIA UNION HIGH SCHOOL DISTRICT