



Southern Kern Unified School District
Intra-District Transfer Request

Board Policy 5116.1

School Year _____

New []

Renewal []



This is to request permission for:

Table with 3 columns: Student Name (s), Current School Assignment, Grade (s)

School Requested & Reason for Request: _____

I have read the Board Policy explaining the process and procedure for obtaining an Intra-District Transfer Permit. I understand all criteria including those regarding school overcrowding and transportation of my child/children.

Parent Signature _____

Date _____

Address _____ Phone # _____

Verification Method _____

Child Care Name & Address _____ Phone# _____

Verification Method _____

School of Residence:

Approval _____ Denial _____

Principal's Signature _____ Date: _____

Comments _____

Receiving School:

Approval _____ Denial _____

Principal's Signature _____ Date: _____

Comments _____

Superintendent or Designee:

Approval _____ Denial _____

Signature _____ Date: _____

Comments _____

Intradistrict Open Enrollment

Southern Kern USD
Board Policy 5116.1

The Board of Trustees desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also balancing enrollment in order to maximize the efficient use of district facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation. (cf. 5117 - Interdistrict Attendance)

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5) (cf. 5116 - School Attendance Boundaries)

The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside of his/her attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment List. (Education Code 48354) (cf. 5118 - Open Enrollment Act Transfers)
2. Any student enrolled in a district school receiving Title I funds that has been identified for program improvement (PI), corrective action, or restructuring. (20 USC 6316)
3. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous." (20 USC 7912; 5 CCR 11992)
4. Any student who is a victim of a violent crime while on school grounds. (20 USC 7912)
5. . Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances, include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers.

To grant priority under these circumstances, the Superintendent or designee must have received either:
(Education Code 35160.5)

- a) A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
 - b) A court order, including a temporary restraining order and injunction
6. Any sibling of a student already in attendance in that school.
 7. Any student whose parent/guardian is assigned to that school as his/her primary place of employment.

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between October 1st and November 30th of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

Transportation

Except as required by 20 USC 6316 for transfers out of Title I PI schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

Policy SOUTHERN KERN UNIFIED SCHOOL DISTRICT
Adopted: August 2011 Rosamond, California