

**DELANO JOINT UNION HIGH SCHOOL DISTRICT
INTRA-DISTRICT ATTENDANCE REQUEST**

E 5116.1(a)

This is to request an Intra-District Attendance Agreement beginning in the 20__ - 20__ School Year for:

Name: _____ Grade: _____ Date of Birth: _____

Parent(s)/Guardian(s) Name: _____

Address: _____ Zip Code: _____ Telephone: _____

Mailing Address (if different): _____

School of Residence: _____ Requested School: _____

Parent(s)/Guardian(s) Statement of Reason for Request: _____

A condition of this transfer is that the parent agrees to provide transportation for their son or daughter. The district may revoke this transfer if the conditions under which it was granted cease to exist, or prove to be erroneously stated. Intra-district transfers will be reviewed each semester for documented disciplinary infractions, determination of truancy pursuant to Education Code 48260, and/or academic progress. Transfers that do not meet the above criteria may be revoked. **Students who are granted an Intra-district Transfer may be athletically ineligible. Please refer to the "Athletic Transfer Eligibility" guidelines on the back of this form.** Any complaints or appeals shall be submitted in writing to the Superintendent or designee.

The conditions of this transfer have been discussed with me and I understand that the siblings of this student are not guaranteed attendance and must apply through the Open Enrollment process. I have received a copy of the DJUHSD policy regarding transfers. **I understand that if this transfer is approved my student may be deemed athletically ineligible.** I declare under penalty of perjury that the above information is accurate to the best of my knowledge. I further acknowledge that attendance in a non-resident attendance area is a privilege and not a right.

FALSE STATEMENTS ON THIS FORM WILL RESULT IN IMMEDIATE REVOCATION OF THIS TRANSFER.

Parent/Guardian Signature

Date

(OFFICE USE ONLY)

☐ **APPROVED TRANSFER** – (see athletic eligibility below)

Athletically Ineligible:

☐
One Year

☐
Indefinitely

☐
Waived by Superintendent

☐ **TRANSFER DENIED**

Transfer

School of Residence (optional)

Date

☐ ☐
Agree Disagree

School Requested (optional)

Date

☐ ☐
Agree Disagree

Signed by District Superintendent (required)

Date

☐ ☐
Approved Denied

Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.

Transfers from a "Persistently Dangerous" School

Upon receipt of notification from the California Department of Education (CDE) that a district school has been designated as "persistently dangerous," the Superintendent or designee shall provide parents/guardians of students attending the school with the following notifications:

1. Within 10 days of receipt of the notification from CDE, notice of the school's designation
2. Within 20 days of receipt of the notification from CDE, notice of the option to transfer their child

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide a written request to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.

The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. For students whose parents/guardians accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. If parents/guardians decline the assigned school, the student may remain in his/her current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

The Superintendent or designee shall cooperate with neighboring districts to develop an inter-district transfer program in the event that space is not available in a district school.

Enrollment Priorities

1. No student currently residing within a school's attendance area shall be displaced by another student. (Education Code 35160.5)
2. The Board retains the authority to maintain appropriate racial and ethnic balance among district schools.

Other Intra-district Open Enrollment Selection Procedures

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of those schools and open enrollment applications shall be available at each school site, the district office, and on the district's web site.
2. All students who submit applications to the district by May 1 shall be eligible for admission to their school of choice the following school year under the district's open enrollment policy. Applications received after the deadline may be considered if further openings exist.
3. Intra-district transfers will be reviewed each semester for documented disciplinary infractions, determination of truancy pursuant to Education Code 48260, and/or academic progress. Transfers who do not meet the above criteria may be revoked.
4. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.
5. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
6. Approved applicants must confirm their enrollment within 10 school days.
7. No consideration is given to participation in co-curricular or extracurricular activities including athletics when a student requests a transfer. All athletes must complete E(5)5116.1.

Any complaints or appeals regarding the selection process shall be submitted in writing to the Superintendent or designee. Extenuating circumstances may be considered by the district on a case-by-case basis.

Athletic Transfer Eligibility

1. In the event of a determination of undue influence (recruiting) by any person directly or indirectly associated with a school athletic program to secure or encourage of a student transfer for athletic purposes, the student may become ineligible for athletics for one calendar year. A second determination of undue influence will result in indefinite athletic ineligibility.
2. In the event that a parent/guardian or a student gives fraudulent information or documentation to a school official in relation to athletic transfer eligibility, the student may be ineligible for athletics for one calendar year.
3. Students who are granted an intra-district transfer shall be subject to Article 20-*Eligibility Requirements* of the California Interscholastic Federation and subject to outlined requirements within the article (Series 200).
4. Students who are entering or attending the 12th grade who are granted an intra-district transfer due to a boundary change and are requesting to remain at their current school will not lose their athletic eligibility.