

INTRADISTRICT TRANSFERS (Comprehensive High Schools) - OPEN ENROLLMENT**SCHOOL OPEN ENROLLMENT TRANSFER CAPACITY:**

1. The District has determined the Maximum Facility Capacity of each comprehensive high school.

(cf. 5116.1.1 - Intradistrict Transfers-Maximum Facility Capacity)

2. The Superintendent or designee shall recommend Open Enrollment Transfer Capacity figures to the Board for each comprehensive high school, and by grade, if needed. These figures shall take into account factors such as a school's:
 - A. Maximum Facility Capacity
 - B. Grades K-8/9-12 attendance area projected enrollments
 - C. Open Enrollment intradistrict transfers
 - D. Compelling Need intradistrict transfers
 - E. Interdistrict transfers
 - F. Previous year's enrollment
 - G. Increase in enrollment (percent or number) a school might reasonably absorb in one year without adversely impacting the educational program or instructional environment
 - H. Viability of instructional program or educational environment
 - I. Available classroom and/or instructional space
3. The Board shall review and adopt the Open Enrollment Transfer Capacity figures by school, and by grade, if appropriate.
4. The number of Open Enrollment transfers approved each year may not cause a school's enrollment to exceed the projected Maximum Facility Capacity for any future school year.

PROCEDURE AND TIMELINE:

1. The Superintendent or designee shall establish an annual timetable for the Open Enrollment transfer process.
2. The District shall provide all necessary parental notice information as mandated by Education Code Section 48980.

Transfer information and application forms shall be available at the District Office.

INTRADISTRICT TRANSFERS (Comprehensive High Schools) - OPEN ENROLLMENT (contd)

3. Transfer requests will be processed using District Open Enrollment transfer forms. [E 5116.2] District notifications shall be by e-mail **and posted online**. ~~For parents/guardians where no e-mail is available, notifications will be sent by U.S. Mail.~~
4. The District shall use mailing addresses, e-mail addresses, and telephone numbers provided by the student, parent/guardian on the District Open Enrollment Transfer Application forms. (Note: This information is subject to verification by the District.) The District is not responsible for incorrect or missing information; nor is the District responsible for the failure of a student, parent/guardian to adhere to the policy guidelines, timelines, and procedures for Open Enrollment transfers.
5. Open Enrollment transfers to Tamalpais, Drake, and Redwood High Schools shall be processed by the District once each year as outlined in A through G below:

NOTE: If Open Enrollment Transfer Capacity is set by grade, the procedures listed below will be adjusted accordingly.

- A. ~~NOVEMBER-OCTOBER - NOVEM~~**DECEMBER**: The Superintendent or designee shall recommend the Open Enrollment Transfer Capacity for each high school to the Board for the following school year. The Board shall review the Superintendent's recommendation and adopt the Open Enrollment Transfer Capacity for each high school.
- B. ~~JANUARY-NOV/~~**DECEMBER**: The District shall publicize Open Enrollment transfer information in a variety of ways, including newsletters, websites, and mailers.
- C. ~~BY MARCH 26:~~ Students desiring an Open Enrollment transfer must submit a completed Open Enrollment transfer application form to the Superintendent's Office ~~no later than 4:00 p.m. on March 26~~**no later than June 30**.
- D. BY ~~JANUARY 25~~**APRIL 2**:
 - (1.) **If student applications for transfer to a school are fewer than the available Open Enrollment transfer openings for that school:** All students requesting a transfer to that school shall be assigned to that school.
 - (2.) **If student applications for transfer to a school are greater than the available Open Enrollment transfer openings for that school:** The Superintendent shall use a random, unbiased process to select the students to attend that school. The Superintendent, using the same random, unbiased selection process, shall establish a waiting list for students wishing to attend that school.
 - (3.) The Superintendent shall notify students of their transfer status: assigned to school of choice, placed on a waiting list for school of choice, or accepted to school of second choice (if requested).

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E. BY APRIL 23: Students assigned to their school of choice must confirm their choice and register in order to preserve an open enrollment placement enrollment by returning the proper form to the Superintendent's office no later than 4:00 p.m. on April 23.

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F. FEBRUARY MARCH 27 - JUNE 30:

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(1.) Students eligible for transfer who submit transfer applications after the initial January deadline and before between March 27 and June 30:

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- shall be assigned to their school of choice if there is remaining Open Enrollment Transfer Capacity at that school.

OR

- shall be added to the Open Enrollment waiting list of their school of choice in the order of their transfer application's receipt at the Superintendent's office if that school exceeds its Open Enrollment Transfer Capacity.

(2.) Students on an Open Enrollment waiting list shall be notified of assignment to their school of choice, by waiting list order, whenever an opening at that school occurs due to a previously accepted Open Enrollment student's rejecting their assignment to that school or moving from the District.

G. AFTER JUNE 30:

(1.) Students not assigned to their school of choice because of a lack of Open Enrollment Transfer Capacity must enroll in their school of second choice, if applicable, or in their school of residence.

(2.) Open Enrollment waiting lists expire after June 30.

(3.) Students who move into the Tam District after June 30, and before the first day of school, shall attend their school of residence.

ADDITIONAL CONSIDERATIONS:

1. Once admitted through Open Enrollment:

- a. Students shall be considered residents of the school attendance area to which they have been admitted. Students may request a transfer back to their previous school through the Compelling Need process or request an Open Enrollment transfer during the next processing period.
- b. Students may not have their Open Enrollment transfer revoked for disciplinary reasons. However, students may be assigned to another school through an expulsion process, by the District's policy on alcohol/drugs second offenses, or by recommendation of a School

Attendance Review Board (SARB).

(cf. 5144 - Student Discipline Policy and Procedures)

(cf. 5131.6 - Alcohol and Other Drugs)

AR 5116.2(d)

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2. With proper documentation and verification, a Compelling Need transfer shall be granted to permit concurrent attendance of siblings at the same school.

(cf. 5116.1 - Intradistrict Transfer-Compelling Need)

Regulation

DISTRICT

approved: January 25, 1994

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revised: November 27, 1995

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- TAMALPAIS UNION HIGH SCHOOL

Larkspur, CA

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