



# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT STATUTORY NOTIFICATION TO PARENTS/GUARDIANS ON OPEN ENROLLMENT TRANSFERS 2010-2011

The West Contra Costa Unified School District assigns students to schools according to designated attendance areas.

Options for meeting District residency requirements for school attendance:

- Residing in the attendance area
- Residency of students with guardian
- Residency of students in foster care
- Homeless children are not subject to residency requirement

## OPEN ENROLLMENT PROCESS FOR NEW APPLICATIONS

The Governing Board desires to provide open enrollment options that meet the diverse needs and interest of district students. The Open Enrollment period for the 2010-2011 school year is from **Monday, February 1 through Friday, February 26, 2010**. If you wish to have your child attend a school other than the school of residence, please read the guidelines stated below, and then complete the Open Enrollment Application form.

The procedure for transfer application starts by completing the district's Open Enrollment Application form. **Open enrollment transfers are subject to space availability at the requested site**. WCCUSD anticipates that not all schools will have space for open enrollment requests. Open enrollment transfer requests will be considered according to the following priorities [BP 5116.1]:

1. **"No Child Left Behind Act of 2001"**: Transfers for those students who are attending a Title I, Program Improvement school, a school that has not made adequate yearly academic growth for two consecutive years as determined by the California Department of Education may request a transfer to a school that is **not in Program Improvement**.
2. A student may be given priority for attendance outside his/her current attendance area when special circumstances exist that may be harmful or dangerous to that particular student. Harmful or dangerous special circumstances shall be identified pursuant to law and district administrative regulations.
3. **Program transfers**, except for Bilingual Programs, **are limited to the senior high schools**. A student may transfer to participate in a program if the course is not offered at the high school of residence.
4. Sibling (brother or sister) transfers are considered only if they would be in attendance at the same time at the requested school. **(Having a sibling at the school requested does not guarantee that a transfer will be granted.)**

## OPEN ENROLLMENT SELECTION PROCESS

**Once priority is established, a random, unbiased selection process** is used to select students to fill the spaces available. No priorities are given to early submission. Transfer not awarded before the school year begins will remain active for the duration of that school year after which resubmission will be required. The district aims to provide notification of transfer awards by May 15.

Students awarded an Intra-district transfers **(with the exception of NCLB transfer approvals)** must maintain the specified criteria:

1. Maintain a minimum attendance rate of 95% for each grading period.
2. Maintain appropriate school behavior as outlined in the Student Handbook and Code of Conduct.
3. Maintain a cumulative grade point average of 2.0 for each grading period (Secondary Schools).

Transfer applications may be obtained from the office of any school, online at [wccusd.net](http://wccusd.net), or the Transfer Office. Applications **must** be submitted during the Open Enrollment period **February 1 through February 26, 2010**. The completed form should be sent directly to the Student Transfer Office: 1108 Bissell Ave., Room 108, Richmond, 94801, or FAX (510) 620-2085. The schools do not accept applications, but may provide assistance in completing the form.

## RENEWALS

Transfers awarded will require yearly renewal and are subject to space availability. To remain on a school transfer **(with the exception of NCLB transfer approvals)** the student **must** maintain the specified criteria:

1. Maintain a minimum attendance rate of 95% for each grading period.
2. Maintain appropriate school behavior as outlined in the Student Handbook and Code of Conduct.
3. Maintain a cumulative grade point average of 2.0 for each grading period (Secondary Schools).

School site administrators will be reviewing your student's academic and disciplinary standing to determine renewal eligibility. Though not currently anticipated, students on transfer may be subject to displacement to their resident school due to excessive enrollment.

## APPEALS PROCESS

Transfer decisions on new applications and or renewals may be appealed by sending concerns in writing to the Transfer Office. Appeals will be reviewed by the Executive Director with overall responsibility for the elementary and secondary division.

### Legal Reference: Education Code

- 35160.5 District policies: rules and regulations
- 35291 Rules
- 35351 Assignment of students to particular schools
- 48980 Notice at beginning of term