

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2016-2017 STATUTORY NOTIFICATION TO PARENTS/GUARDIANS
ON OPEN ENROLLMENT TRANSFERS**

The West Contra Costa Unified School District assigns students to schools according to designated attendance areas. One of the following conditions must be met in order to establish residency within the WCCUSD:

- Residing in the attendance area
- Residency of students in foster care
- Residency of students with guardian

***Please note that homeless children are not subject to the residency requirement.**

INFORMATION FOR NEW OPEN ENROLLMENT TRANSFER APPLICATIONS

The Governing Board desires to provide transfer options that meet the diverse needs and interest of district students. The 2016-17 school year open enrollment period for transfers is from **Monday, February 1 through Friday, February 12, 2016**. Transfer applications may be obtained starting on **January 29th** from the office of any school, online at www.wccusd.net or at the Transfer Office. Office hours during the open enrollment transfer period: **Monday thru Friday from 9:00 am to 4:00 pm**. **A current utility bill under the parent's/guardian's name (such as PG&E, water or garbage) is required for address verification purposes and must be submitted along with your application.**

TRANSFER PROCESS, STUDENT SELECTION AND NOTIFICATION

Transfer requests are subject to space availability at the requested school. WCCUSD anticipates that **not** all schools will have space for transfers. **All requests will be considered in an unbiased random selection process according to priority to determine which pupils will be approved for transfers.** The Transfer Office aims to mail out notification of the approval/denial of transfer requests by the end of **May 2016**.

PRIORITY SELECTION

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 assign to attend or are currently attending a Title I, Program Improvement school. A program Improvement school is a school that has not made adequate yearly academic growth for two consecutive years as determined by the California Department of Education. Requested school should be to a school that is **not 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. **(Must submit documentation i.e. Police or school administrator's report)**
3. **Program transfers (applicable only to secondary schools** except for Bilingual Programs). A student may transfer to participate in a program if the course is not offered at the high school of residence. Must list program and attach a program description.
4. **Sibling** (brother or sister) transfers are considered only if they would be in attendance at the same time at the requested school. Must provide proof of sibling's current enrollment. **(Having a sibling at the school requested does not guarantee that a transfer will be granted.)**

If you are requesting a transfer during our open enrollment period and do not qualify for any of the 4 priorities, you must submit a statement, any supporting documentation, and your application will be review in a case by case scenario.

APPROVED TRANSFERS AND RENEWALS ACCEPTANCE TERMS

I understand that if my Open Enrollment Transfer request is granted, I must confirm enrollment with the approved school by the stated deadline on the notification. In addition, I understand that by confirming enrollment at the approved school my child automatically loses his/her spot at the current school of attendance. **Failure to confirm enrollment by the deadline, will result in the forfeiture of the approval.** My son/daughter and I are committed to maintain the following **Approval and Renewal Terms**:

1. Minimum attendance rate of 95% for each grading period;
2. No truancies or unexcused absences during the school year;
3. Appropriate school behavior as outlined in the Student Handbook and Code of Conduct;
4. Secondary students are expected to maintain a Grade Point Average of 2.0 for each grading period.

Lastly, I understand that I must apply for readmission for the **2017-18** school year and each year thereafter with the exception of NCLB transfer approvals. School site administrators will be reviewing your student's academic and disciplinary standing to determine renewal eligibility. Though not currently anticipated, students on a transfer may be subject to be displaced to their resident school due to excessive enrollment.

APPEAL PROCESS

Open Enrollment Transfer denials on new applications may be appealed by submitting the appeal form, a statement, and providing a copy of the denial notice to the Transfer Office **by June 10th, 2016**. The appeal form is available on our district website at www.wccusd.net and in the Transfer Office. Appeals will be reviewed by the Associate Superintendent or designee.