



# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

## 2019-2020 OPEN ENROLLMENT TRANSFER APPLICATION

Open Enrollment Period for Transfers within WCCUSD: Monday, February 4 through Friday, February 15, 2019.

### 1. Student Information – PLEASE PRINT CLEARLY

Name of Student \_\_\_\_\_ Sex • M • F  
 (Last) (First) (Middle Initial)  
 Date of Birth \_\_\_\_\_ Grade in 2019-20 \_\_\_\_\_ Current School of Attendance \_\_\_\_\_  
 Month/day/year  
 Student ID# \_\_\_\_\_ Parents/Guardians Names \_\_\_\_\_  
 Home Address (no P.O. Box) \_\_\_\_\_  
 Street Address Apt. # City Zip Code  
 Telephone \_\_\_\_\_  
 Home Cell E-mail

### 2. Student Education Questions

Is your child in a bilingual class? \_\_\_\_\_  
 \*Is your child receiving Special Education Services? \_\_\_\_ If yes, which one?  Resource Specialist Program  Speech  504 Plan   
 Other \_\_\_\_\_  
 \*If your child is in a special day class in either NSH or SH, you do not need to complete this form. You must contact the Special Education Department for placement

### 3. School of Choice

In priority order, list the schools (#1-2) you are applying for. Every attempt will be made to place student in the #1 school listed. There will only be one offer of enrollment per student based on priority and space availability.

1.	2.
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### 4. Reason for Request: (Please read the back of the application for clarification of priorities)

- 1. **Sibling(s)** brother or sister enrolled at the same time at the requested school. Name and grade of sibling enrolled in requested school \_\_\_\_\_
- 2. Any student whose parent/guardian is assigned to that school as his/her primary place of employment
- 3. Any student enrolled in a persistently low performing district school that has been identified for comprehensive Support and Improvement (CSI) by the State of California
- 4. [Program](#)
- 5. **Safety** Any student who is a victim of a violent crime while on school grounds (20 USC 7912)
- 6. **Special Circumstances** (include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student)
- 7. Continuing Student
- 8. Displaced Residents

### 5. Parent/Guardian Acceptance of Transfer Terms

I understand that transfer requests are subject to space availability at the requested site. WCCUSD anticipates that not all schools will have space available for transfers. I understand that only one Open Enrollment Application per student per school year will be processed. If space is available and my transfer request is approved, I must commit to the Approved Transfers and Acceptance Terms (see back of application). If my transfer request is not awarded before the school year begins, my application will remain active for the duration of the 2019-2020 school year only. Student will be able to stay at approved school site until the highest grade. I have read and understood the terms and conditions on the transfer request. I certify under penalty of perjury that the information I supplied is true and correct. I understand that the mere act of completing this application and providing all required documentation **DOES NOT** guarantee that the request will be approved.

\_\_\_\_\_  
 Parent/Guardian Signature Date

### 6. You can submit your application

Schools do not accept transfer applications. All applications must be submitted to the Transfer Office by 4:00 pm on February 15, 2019. Transfers may be submitted to the Transfer Office with all supporting documentation by email, fax, or in person.

**Transfer Office:** Phone (510) 307-4535  
 1108 Bissell Ave. Room 108 Fax: (510) 620-2085  
 Richmond, CA 94801 Email: [TransferOffice@wccusd.net](mailto:TransferOffice@wccusd.net)  
 Office hours during the Open Enrollment period: 9:00 am to 4:00 pm

### FOR OFFICE USE ONLY:

Resident School:	PS Address: <input type="checkbox"/> Matches <input type="checkbox"/> Other:	Received:
<input type="checkbox"/> ELD Level: <input type="checkbox"/> Sp. Ed:	<input type="checkbox"/> Declined Space <input type="checkbox"/> Cancelled	Submitted to E.D. on:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	By:	Date:
Reason of approval/denial:	Approved School:	<input type="checkbox"/> Approved for current year only <input type="checkbox"/> Approved up to the highest grade level

Additional Instructions/Comments:

**Important Notes:** A current utility bill (WITHIN 45 DAYS) 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. (No drivers licence!) Incomplete applications or applications without address verification will not be accepted. No priorities are given to early submission during the open enrollment period.



# 2019-2020 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 2019-2020 school year open enrollment period for transfers is from **Monday, February 4 through Friday, February 15, 2019**. Transfer applications may be obtained starting on **February 1<sup>st</sup>** from the office of any school, online at [www.wccusd.net](http://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 (WITHIN 45 DAYS) 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. Please note that we do not accept drivers licence.**

## 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 2019**.

## PRIORITY SELECTION

Transfer requests will be considered according to the following priorities [bp 5116.1]:

1. **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.)**
2. Any student whose parent/guardian is assigned to that school as his/her primary place of employment.
3. Any student enrolled in a persistently low performing district school that has been identified for comprehensive Support and Improvement (CSI) by the State of California. 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**.
4. **Program Transfers** Any student may request to attend a school outside his/her attendance area for a specific program (e.g. Pathways, Dual Immersion, TBE, etc.) offering that is not offered as his/her school of residence. Prerequisites may be necessary for enrollment in certain courses.
5. **Safety** Any student who is a victim of a violent crime while on school grounds (Ed Code 20 USC 7912)
6. **Special Circumstances** 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 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: (Ed Code 35160.5) a. A written statement from a representative of an appropriate state or local agency, including but not limited to a law enforcement official or social worker, or a properly licensed or registered professional, including, but not limited to, a psychiatrist, psychologist, or marriage and family therapist; or b. A court order, including a temporary restraining order and injunction
7. **Continuing Student** An elementary or middle/junior high school student may continue at a school for the rest of the school year if his/her parent/guardian has moved to another school attendance area
8. **Displaced Residents** A student may be redirected to another school if there is no space available at his/her grade level at the school of residence. The student will be placed on a waiting list at his/her school of residence and may return when space becomes available. A redirect student who elects to remain at the receiving school the following year shall be considered a transfer student and will no longer be considered a displaced resident. The student shall be allowed to remain at the re-directed school until he/she completes the highest grade offered at that school and shall not be subject to further displacement.

## APPROVED TRANSFERS 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 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.

Your student will remain at the requested school site as long as the terms listed above are followed. School site administrators will be reviewing your student's academic and disciplinary standing to determine eligibility. Though not currently anticipated, students on a transfer may be subject to be displaced to their resident school due to excessive enrollment. **Transfers will be revoked if terms listed above are not followed ; meeting with executive director will be needed**

## 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 **within 14 days of denial notice date**. The appeal form is available on our district website at [www.wccusd.net](http://www.wccusd.net) and in the Transfer Office. Appeals will be reviewed by the Director of Student Services or designee.

### 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