



# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT 2017-2018 OPEN ENROLLMENT TRANSFER APPLICATION

## Open Enrollment Period for Transfers within WCCUSD

**Important Notes:** 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. Incomplete applications or applications without address verification will not be accepted.

<b>1. Student Information – PLEASE PRINT CLEARLY</b>			
Name of Student _____		Sex <input type="checkbox"/> M <input type="checkbox"/> F	
(Last)	(First)	(Middle Initial)	
Date of Birth _____	Grade in 2017-18 _____	Current School of Attendance _____	
<small>Month/day/year</small>			
Student ID# _____	Parents/Guardians Names _____		
Home Address (no P.O. Box) _____			
<small>Street Address</small>		<small>Apt. #</small>	<small>City</small>
Telephone _____		<small>Zip Code</small>	<small>E-mail</small>
<small>Home</small>		<small>Cell</small>	<small>E-mail</small>
<b>2. Student Education Questions</b>			
Is your child in a bilingual class? _____			
Is your child receiving Special Education Services? _____ If yes, which one?			
<input type="checkbox"/> Resource Specialist Program <input type="checkbox"/> Speech <input type="checkbox"/> 504 Plan <input type="checkbox"/> Other _____			
*If your child is in a special day class in either NSH or SH, you <u>do not</u> need to complete this form. You must contact the Special Education Department for placement.			
<b>3. School of Choice</b>			
In <u>priority order</u> , 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 <u>one</u> offer of enrollment per student based on priority and space availability.			
1. MANDARIN DUAL IMMERSION		2.	
<b>4. Reason for Request: (Please read the back of the application for clarification of priorities)</b>			
<input type="checkbox"/> 1. "No Child Left Behind Act of 2001" (NCLB)			
<input type="checkbox"/> 2. Safety / Protection (Must submit documentation i.e. police or school administrator's report. Subject to verification and Superintendent/designee approval.)			
<input type="checkbox"/> 3. Program (For secondary schools only) Program name and attach a program description _____			
<input type="checkbox"/> 4. Sibling(s) brother or sister enrolled at the same time at the requested school. Name and grade of sibling enrolled in requested school _____			
<input type="checkbox"/> Other (not any of the 4 priorities above) Please provide a written statement and any supporting documentation. _____			
<b>5. Parent/Guardian Acceptance of Transfer Terms</b>			
I understand that transfer requests are subject to <u>space availability at the requested site</u> . 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 <u>Approved Transfers and Renewals Acceptance Terms</u> (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 2017-18 school year only; after which, resubmission of a request to transfer will be required during the open enrollment period in February for the upcoming school year. 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.			
_____ <small>Parent/Guardian Signature</small>		_____ <small>Date</small>	
<b>6. You can submit your application in person, by mail, email, or fax (due to the high volume of faxes received, we are unable to confirm them). Schools do not accept transfer applications, but may provide assistance in completing it.</b>			
<b>Transfer Office:</b>		Phone (510) 307-4535	
1108 Bissell Ave. Room 108		Fax: (510) 620-2085	
Richmond, CA 94801		Email: <a href="mailto:TransferOffice@wccusd.net">TransferOffice@wccusd.net</a>	
Office hours: Mon-Fri 8:30am-4:30pm Closed from 1-2pm			
<b>FOR OFFICE USE ONLY:</b>			
Resident School:		PS Address: <input type="checkbox"/> Matches <input type="checkbox"/> Other:	
<input type="checkbox"/> ELD Level: <input type="checkbox"/> Sp. Ed:		<input type="checkbox"/> Declined Space <input type="checkbox"/> Cancelled	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		By: _____	
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:			



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
2017-2018 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. Transfer applications may be obtained starting on **January 31<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: **Monday thru Friday from 8:30 am to 4:30 pm** Closed from 1-2pm. **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.

**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 truanancies 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 **2018-19** 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 10<sup>th</sup>, 2017**. 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 Associate Superintendent 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