

ADMINISTRATIVE REGULATION
Placentia-Yorba Linda Unified School District

Students

5116 - AR

INTRADISTRICT SCHOOL CHOICE

A. PURPOSE AND SCOPE

To establish procedures for implementing district policy and state law regarding intradistrict school choice.

B. GENERAL

1. Students shall be eligible to apply for enrollment in any district school under this policy only when that student has established a valid residence in the Placentia-Yorba Linda Unified School District in accordance with applicable law.
2. Students currently residing in any board-approved resident school attendance area shall have first priority to attend the school which serves that area. After all children residing within each school's attendance area have been accommodated, transfer requests will be considered according to established policy, regulations and procedures. As a general principle, a student currently attending a school should not be involuntarily displaced to accommodate another student.
3. Transfer requests made through the School Choice policy do not guarantee that a student will automatically be allowed to attend a school of choice. Students will be admitted to schools on a space-available basis in accordance with the following district-established priorities.

TRANSFER PRIORITY A (may be any one of the following):

- Students of PYLUSD employees who reside within the PYLUSD boundaries and whose primary place of employment is at the requested school
- Siblings of students currently attending the requested school who will continue to attend the year of the transfer request
- Students who reside within the PYLUSD boundaries who have attended the school during the previous school year but have moved into another PYLUSD school's attendance area

TRANSFER PRIORITY B (may be any one of the following):

- Students of PYLUSD employees who reside within the PYLUSD boundaries but are not employed at the requested school site
- Siblings who reside within the PYLUSD boundaries who have requested a transfer in the same year as a sibling accepted into a specialty program.

TRANSFER PRIORITY C:

- All other students who reside within the PYLUSD boundaries and are requesting enrollment in a school outside their resident area.
4. Schools will be classified as priority one through three for the purpose of approving school choice and inter-district transfers.

- **School Priority One:** Schools determined to have adequate facilities and staffing for immediate approval of school choice and inter-district transfer requests may be classified as a Priority One school. Approval for enrollment shall be made upon the identified notification date. A school may be classified as a Priority One school during the initial application window and change to a Priority Two or Priority Three school, depending on space availability.
 - **School Priority Two:** Schools that may have available space for school choice and inter-district transfer enrollment may be classified as a Priority Two school. Approval for enrollment will be contingent upon available space on a grade-level by grade-level basis.
 - **School Priority Three:** Schools impacted, overenrolled or unlikely to have available space for school choice and inter-district transfers may be classified as a Priority Three school. Consideration for enrollment shall be given only for Priority A and Priority B students, as defined by this policy and administrative regulation if space is available.
5. Once a student who resides within the boundaries of PYLUSD has been accepted to their school of choice, that school becomes the home school and does not require annual renewal. The student will remain enrolled at the designated school until they complete the highest grade level offered. All intradistrict transfer requests must be resubmitted once a student has completed the highest grade at the school site. If a student wishes to attend a different school for matriculation that is not their designated school of residence, a new intra-district transfer application must be submitted.
 6. Choice transfer students must reapply upon entering high school.
 7. Inter-district transfer students must renew their inter-district application each year.

C. PROCEDURE

The following procedures shall be followed in implementing board policy on intradistrict school choice:

1. Residency Requirements

- a. Students who are current residents of the Placentia-Yorba Linda Unified School District, as defined by E.C. 48200 or E.C. 48204.
- b. Proof of residency may include, but not be limited to:
 - 1) A current gas, water or electric bill imprinted with the parent/guardian name and the qualifying address.
 - 2) If utilities are in another person's name, a letter from a landlord, roommate or person responsible for the residence stating that the parent/guardian and student(s) are residing in the home full-time, and a current gas or electric bill imprinted with the name and address of the landlord, roommate or person responsible for the residence.
 - 3) If none of the above is available, the parent/guardian may provide a rental agreement, escrow document, gas/electric deposit receipt, or letter from an employer as temporary proof of residency. Such temporary proof must be replaced with an item described in items 1 or 2 above within thirty (30) calendar days from the date on which an offer of admission under this policy is made. Failure to offer

permanent proof within the prescribed time period shall cause an offer of admission to be rescinded.

- c. Providing false residency information on a school choice application shall be cause for rescinding an offer of admission and/or return of a student to his/her original district and/or school of residence.
- d. When parents or guardians who reside in the district cannot provide evidence of residency due to homelessness, their children shall be admitted into a district school. If currently enrolled in a school, the child shall be allowed to remain in that school. Students experiencing homelessness have the same access to school choice as any other student residing in district boundaries.

2. Application Process

- a. All applications for school choice must be submitted by the parent to the district's Student Services office. Applications are to be available in the Student Services office and on the district website.
- b. All applications must be submitted by the timelines established by the Student Services office. The timelines will be posted on the district website no later than December 1 of the preceding year.
- c. Parents shall be notified of the Choice application process by the Student Services office through the district's website and Parent Handbook.
- d. A separate School of Choice Attendance Application form must be completed for each student requesting a school of choice.
- e. The Superintendent or designee may authorize an additional supplementary application period if additional choice transfers would contribute to better utilization of school facilities. This supplementary application period is intended to be limited to the movement of students from and into specific school sites.
- f. Student Services shall not accept or process any School of Choice Attendance Applications that have not been submitted within the appropriate time period.
- g. Student Services will retain the list of students requesting enrollment in a school of choice.

3. Selection Process

- a. Approval of the application will depend upon available space at the requested school at the appropriate grade level and availability of the special education programs required pursuant to the student's IEP.
- b. Admission to special programs e.g., Gifted and Talented Education (GATE), Dual Immersion, Career Technical Education, shall continue to be based on specific criteria established by that program.
- c. Schools deemed to have adequate facilities and available space shall also be made available to parents from other districts through Ed. Code 46600 and inter-district transfer agreements. Students applying for an inter-district transfer shall not have

priority over a resident student making the same request within the respective timeframes for requests.

- d. A random selection process will be used to approve applications when the total number of applications exceeds the number of the spaces available.
- e. Student Services shall notify parents of the approval or denial of their request for school-choice transfer. Transfers approved through the School Choice process become final and are not subject to appeal. Students wishing to change schools after they have been approved will need to reapply for a new Choice transfer in the next available application period.
- f. Subsequent school changes must be made by re-entering the choice process.
- g. If a school is deemed impacted with no available space for students outside the attendance area, Student Services shall notify all applicants for the requested school that no space is available in the requested school but that their application will be retained by Student Services and enrollment offered should space become available on or before September 30.
- h. Should additional space become available in impacted schools, principals shall notify Student Services. In such cases, selections shall be made only from the current, valid eligibility lists in the order determined by the lottery.
- i. Upon request Student Services shall provide Human Resources with updates of student placements made through school choice and inter-district transfers.
- j. Upon request, Student Services shall notify school principals of all students approved for enrollment in another school and all students accepted for enrollment in their school site.

4. Special Programs

- a. The school choice process shall not be used to alter, waive or bypass the criteria, such as age requirements, course prerequisites, individualized education plan agreements, or other special qualifications, that are established to govern participation in any special program.
- b. The school choice process may be used by pupils who meet all established criteria for a special program, when the appropriate special program is offered at more than one school site in the district. In such cases, program capacity at each site is determined in the same manner as any other class.

5. Determination of Capacity

- a. Pupils who are residents of each neighborhood attendance area are guaranteed first choice for classroom space in the neighborhood schools during the enrollment period.
- b. For purposes of this regulation, school, class and program capacities shall be determined by March 1 by Human Resources, principals and Facilities and Planning with the approval of the Superintendent/designee. Determination of capacities shall be based on factors that include, but are not limited to, the following:
 - 1) Class size limits, as specified by labor contracts in force

- 2) Applicable state law
 - 3) Anticipated growth enrollment of students residing in the school's attendance area
 - 4) Staff availability and deployment
 - 5) Physical space availability and configuration
 - 6) Contingencies for administrative placements
- c. The term "school/class capacity," as applied in this policy, shall not be construed to mean the maximum number of students that can be housed in a particular school/class.
 - d. For the purpose of facilitating this regulation, the district shall not be obligated to establish or offer any special program at any specific school where that special program is not currently established and offered.
 - e. For the purpose of facilitating this regulation, the district shall not be obligated to make alterations or additions to the structures or grounds of any school, or make alterations of arrangement or function to any room within any school.

6. Other Regulations

- a. No PYLUSD resident pupil shall be prohibited from submitting a School Choice Attendance Application Form to any PYLUSD school of choice. However, the fact that applications are received and a lottery is conducted does not obligate the district to make any offer of admission to any applicant, if the school of choice is at capacity with resident pupils.
- b. At the beginning of each school year or upon enrollment, along with other mandated notifications, the district shall provide parents/guardians and pupils with notification of the following:
 - 1) Requirements for meeting residency
 - 2) All program and attendance options available in the district and descriptions thereof
 - 3) A description of how to apply for alternative program and attendance options.

D. FORMS REQUIRED

1. Transfer Application Form
2. School of Choice Attendance Application Form

E. REPORTS REQUIRED

None

F. RECORD RETENTION

None

