

# **Pacifica SD**

## **Administrative Regulation**

### **Intradistrict Open Enrollment**

AR 5116.1  
**Students**

#### Selection Procedures

Under the Intradistrict Open Enrollment policy, resident students of the district shall be allowed to continue at the school they are currently attending. Students wishing to transfer to another school within the district must contact the district office for space availability. If no space is available at the requested school, parents may complete a wait list request form for their choice school. There are two specific grade levels in which a lottery for available spaces may be held: kindergarten and sixth grade.

#### Kindergarten Enrollment Process

The process for enrolling kindergarten students begins in the fall, prior to the start of the upcoming school year. In determining enrollment for the upcoming school year, siblings of students currently attending a school site, students repeating kindergarten, and children of parents who are employed full time by the district shall have priority at that site until 12:00 p.m. of the second Friday following winter recess. When it appears that a student will be repeating kindergarten and the parent wants the student to change schools, the student may be entered into the kindergarten lottery for the coming school year. If as a result of the lottery the student is placed at a new site, the student gives up his/her placement in kindergarten at the current site for the coming school year. However, a place at the current site is held for the student in first grade pending a final decision on the student's grade level placement for the coming year. If the student repeats at the new site, that student continues at the new site for future grades. If the parents want to change schools after the second year in kindergarten, the normal procedures for transfers will apply.

Parents are encouraged to schedule a visit and tour any school site they are considering. Tours are required at any school selected by the parent before their enrollment card can be accepted by the district. A written copy of the lottery procedures shall be provided each parent/guardian as part of the kindergarten enrollment packet.

Should the number of students wishing to enroll at a school site exceed the spaces available, the district shall hold a lottery at the end of the third Friday following winter recess. Students shall be enrolled in the order in which their names are drawn and placed per their priority of choices, based on availability, as indicated on their validated enrollment card. Students not receiving their first choice shall have their names placed on the wait list in the order in which their names were drawn.

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After the lottery has been held, parents/guardians seeking to enroll their children in a school that is at capacity shall have their names placed on the wait list in the order received. As openings occur during the school year, parents/guardians shall be contacted in the order they appear on the wait list and given 24 hours to decide whether to accept or decline the space being offered. If declined, the child's name shall be removed from the wait list. Wait lists

shall be updated annually. A letter will be sent to parents of students on the wait list in May notifying families to confirm in writing that they wish their child remain on the wait list for the next school year. The updated wait lists shall be carried forward each year through grade 5.

### Sixth Grade Request to Transfer Process

Students completing the 5th grade at a K-5 school shall be guaranteed a space for the 6th grade at the Ingrid B. Lacy Middle School. Students enrolled at Cabrillo, Vallemar School or Ocean Shore School shall be guaranteed a space in that program through the 8th grade. Student transfers from a K-8 program to the middle school or from a K-5 program to a K-8 program will be considered after sufficient spaces have been allocated for returning students.

Specific lottery procedures are found in the Student Enrollment Procedures on the district website and at the district office.

A space within the district shall be guaranteed for each resident student. The Student Services Department shall be responsible for assisting parents/guardians in enrolling and assigning children to a school within the district. Any complaints regarding the lottery process or enrollment of students should be taken to the Associate Superintendent.

### Enrollment under the No Child Left Behind Act

Within 10 school days after receipt of notification from the California Department of Education that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation. Within 20 school days after receipt of notification of the school's designation, the Superintendent or designee shall notify parents/guardians of their option to transfer.

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notification to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed 10 school days, for the submission of parent/guardian requests.

The Superintendent or designee shall notify parents/guardians of their school assignment within 10 school days of the date that submissions are due. The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. Upon assignment, the transfer shall be completed as soon as practicable. If parents/guardians decline the assigned school, the student

may remain in his/her current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

#### Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 48980)

1. All options for meeting residency requirements for school attendance  
(cf. 5111.1 - District Residency)  
(cf. 5111.11 - Residency of Students with Caregiver)  
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)  
(cf. 5111.13 - Residency for Homeless Children)
2. Program options offered within the district
3. A description of any special program options available on both an interdistrict and intradistrict basis
4. A description of the procedure for application for alternative programs and the appeals process available, if any, when a change of attendance is denied
5. A district application form for requesting a change of attendance
6. The explanation of attendance options under California law as provided by the California Department of Education

Regulation PACIFICA SCHOOL DISTRICT  
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