

INTER-DISTRICT ATTENDANCE - ADMINISTRATIVE REGULATIONS

The Deputy Superintendent shall annually review enrollment capacity at all school sites to determine space availability for purposes of enrollment and transfer requests. Available space is determined by the attendance capacity, staffing entitlement, racial/ethnic balance and/or projected growth.

I. Definition of Terms

- A. Inter-district attendance is attendance at a school outside the geographical boundaries of the Pleasanton Unified School District, or attendance at a school within the Pleasanton Unified School District geographical boundaries by someone outside the geographical boundaries of the Pleasanton Unified School District.
- B. The district of residence shall be defined as the district where the pupil resides. A residence is the student and guardian=s place of domicile during the course of attending school. If the residence is located within boundaries of the Pleasanton Unified School District, the pupil shall be designated as a resident of the District. (See Regulation 5190,IID)
- C. Pupils who reside within the city limits of Pleasanton but outside the boundaries of the Pleasanton Unified School District and have approved transfers will be afforded all rights of residence within the Pleasanton Unified School District.

II. Administrative Responsibilities

- A. The Pupil Services Department, working through the Deputy Superintendent, shall develop inter-district attendance agreements for Board ratification between other California school districts and the Pleasanton Unified School District.
- B. Inter-district attendance agreements shall be issued on an annual basis (except for students identified in section I.C. above) and will be subject to the following conditions:
 - 1. The district may refuse to accept any given pupil.
 - 2. The transfer form shall first be approved by the district of residence and presented to the district of request.
 - 3. The money obtained from average daily attendance of pupils in regular classes shall be retained by the district of attendance.
 - 4. The district of residence agrees to pay to the district of attendance the actual pro-rata share, as determined by the Tri-Valley SELPA, of the cost of educating each pupil assigned to special education classes in the district of attendance. Initial special education assessments are to be conducted by the district of residence for all inter-district transfers.
- C. The Pupil Services Department shall be responsible for executing all requests for inter-district transfers.

- D. The parent/guardian shall be notified prior to the next school year if the district denies the transfer request or transfer renewal.

III. Valid Reasons for an Inter-District Transfer

- A. Transfers may be considered for approval for the following reasons:
 - 1. A specific instructional program not offered by the district of residence.
 - 2. Change of residence by a pupil during the school year who wishes to complete the year at the school of attendance. Such transfer is not automatic and does not imply renewal for the succeeding year. Student must have satisfactory attendance, behavior, academics, and there needs to be available space as defined in II.A.
 - 3. Emotional reasons documented in writing by a juvenile court or probation officer, resident school administrators, a psychiatrist, or psychologist.
 - 4. Professional courtesy for the sons or daughters of full-time certificated and classified employees of the Pleasanton Unified School District will be considered over all other requests.
 - 5. District initiated because of emergency conditions caused by disaster.
 - 6. Children who are receiving child care within the transfer district attendance boundary.
 - 7. Children whose parents or guardians have established residency on the basis of the parents' or guardians' place of employment (pursuant to Ed. Code 48204(f)).
 - a. These requests must be accompanied by written proof of employment within the boundaries of the Pleasanton Unified School District. The parent/guardian must be employed a minimum of 32 hours per week.
 - b. Pupils entering the Pleasanton district will be assigned a school of residence based on availability of classroom space as determined by pupil services. If space is available, consideration will be given to location of child care and/or place of employment of the parent.
 - 9. Students who reside within the Pleasanton city limits but outside the boundaries of Pleasanton Unified School District.

IV. Initiating the Request for Transfer

- A. Inter-district transfers are initiated by the parent or guardian in the district of residence. Pleasanton residents may obtain the inter-district transfer form from the Pupil Services Department.
- B. Requests for inter-district transfers are granted on an annual school year basis (except for students identified in section I.C.). They are automatically terminated unless a renewal is requested and

approved for the succeeding year. Renewals applications will be accepted each year after April 1. A decision on each request will be made by August 1.

- C. A student who has been expelled must notify the Pupil Services Department prior to submitting a transfer form. The district is required to hold a hearing with the Superintendent's designee to determine if the student's enrollment would cause a threat to the safety of other students or staff or be detrimental to the school environment. (Ed. Code 48915.1) If the student is admitted, all conditions of probation as prescribed by the expelling district must be followed.

V. Processing Request for Transfer

- A. The Senior Director of Pupil Services, or designee, or principal may request background information from the district/school of residence and may interview the parent/guardian and pupil to determine whether the school program can address the student's needs.
- B. The principal or designee may deny the transfer request for any of the following reasons:
 - 1. Lack of space in a particular grade or program
 - a. Elementary schools:

A request for kindergarten through grade 3 shall not be approved if it exceeds class size of 20:1. A request for grade 4 through 5 shall not be approved if it exceeds class size of 31:1.
 - 2. Negative impact on the staffing ratio of the school
 - 3. Unsatisfactory record of attendance, discipline and/or achievement
 - 4. Failure to satisfy Pupil Services with a valid reason(s) (see III.A).
- C. The principal's or designee's recommendations are forwarded to the Coordinator of Pupil Services. The appropriate parties shall be notified of his/her decision.
- 4. If the request is denied, the parent or guardian may appeal to the Senior Director of Pupil Services.
- E. If the request is again denied, the parent or guardian shall be informed of the right of appeal to the County Board of Education as provided in Section 46603 of the Education Code.

VII. Revoking the Inter-District Transfer

- A. The inter-district transfer may be revoked (except for students identified in section I.C.) by

the district/school of attendance for the following reason(s):

1. Lack of space
2. Unsatisfactory attendance
3. Unsatisfactory academic achievement
4. Failure to adhere to the district/school discipline policy
5. District of residence refuses to pay the actual cost of special education services.

B. To revoke a transfer, the following procedures are to be followed:

1. The principal, or designee, shall hold a conference with the parent/guardian stating that the pupil's transfer status is at risk.
2. The pupil shall be given an opportunity to remediate the problem(s).
3. The principal, or designee, shall hold a second conference with the parent/guardian, stating that the problem(s) continues to exist and that he/she is recommending that the transfer be revoked. This conference shall be followed-up in writing.
4. The principal completes the "Recommendation to Revoke Inter- District Transfer" form and sends it to Pupil Services along with any additional documentation deemed appropriate by the school.
5. The Coordinator of Pupil Services shall review the case and determine whether or not the transfer should be revoked.
1. If the revocation is sustained, the parent may appeal to the Senior Director of Pupil Services.
7. All parties shall be notified about the final decision.

LEGAL REFERENCE: Education Code 46600, 46601, 46601.5, 46602, 46603, 46607, 48204, 48915.1

CROSS REFERENCE: 5190 - Enrollment
5191 - School Attendance Areas

ADOPTED: 1973

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DISTRICT SUPERINTENDENT

PLEASANTON UNIFIED SCHOOL DISTRICT

PLEASANTON, CALIFORNIA