

STUDENT ATTENDANCE OPTIONS

The Garden Grove Unified School District provides a quality education program designed to meet the needs of its students at each school. The majority of students attend school within attendance boundaries established by the school district.

The district has adopted an open enrollment option for students residing within the district. This option establishes a process by which a parent or guardian may request a school transfer on behalf of their school age child either for specified reason or for parental choice. Under Parental Choice, once each school year, within the prescribed filing period, a parent or guardian may request the school of attendance for their child irrespective of where they reside within the district boundaries. All transfers are subject to space availability at the school selected and applicable regulations explained in this pamphlet.

There are two types of school transfers:

(1) **Intra-District Transfer** – Request for students who reside within the district and would like to request another school in the district. The transfer can be based on a specified reason or parental choice.

(2) **Inter-District Transfer** – Request for students who reside in one district and want to transfer to attend school in another district. An inter-district request requires a release from the district of residence and an acceptance by the district of attendance. Inter-district transfers are approved for specified reason only and where authorized by district and state regulations. Students from outside the district wishing to attend district schools will be considered only if space is available after all intra-district transfer requests are processed.

APPLICATION PROCEDURE

A parent or guardian interested in making a written request for transfer of their child to a different school than the one assigned must apply in person at the district's Child Welfare and Attendance Office located in the district's central administration building, third floor, 10331 Stanford Avenue, Garden Grove. The office telephone number is (714) 663-6391. Transfer request forms are available at the office. The office is open weekdays, 7:30 a.m. to 4:30 p.m.

Transfers - Specified Reason

Transfer renewals for specified reason may be submitted beginning February 1 and are processed throughout the school year. Those requests for specified renewals will be processed in the order they are received.

New transfer requests for specified reason may be submitted May 1 through May 16 and will be afforded an equal opportunity of selection, regardless of their date of receipt.

Samples of specified reason are:

- A student moves from a residence during the school year but requests to remain at the current school for the balance of that school year.
- A student in grades K-12 requires child care services within a school attendance boundary not designated to serve their residential area.
- The parents or guardians of a student enrolled in grades K-12 may request that their child attend the school where the attendance boundary includes the parent's or guardian's regular place of employment.
- A specific instructional program is requested and is not available at the school of residence. Students who transfer for a specific instructional program must remain enrolled in or have completed that specific program for such transfers to remain in force.
- A parent or guardian presents evidence of a pending change of residence into a requested school's attendance boundary. The residential change must be completed during the first semester the student transfers.
- High school students in their junior or senior years who move may request to continue their course of studies at the school.

Approved transfers may be revoked during a school year for unsatisfactory attendance, behavior, or lack of academic progress..

Transfers--Parental Choice

SCHOOL PREFERENCE OPTION

Parental Choice transfer requests may be submitted to the Child Welfare and Attendance Office beginning March 3 of each school year. Parental Choice transfer requests received by March 31 will be afforded an equal opportunity of selection, regardless of their date of receipt. State law requires that Parental Choice transfers be selected in a random, unbiased process.

In April, the Child Welfare and Attendance Office will review, by school site, all Parental Choice transfer requests submitted by March 31. If identified space availability at the requested school exceeds the number of transfer requests received, those transfers will be approved and the parents notified. If the number of transfer requests received exceeds the identified available space at the school, the Child Welfare and Attendance Office will conduct a random lottery draw of all applicants for that school.

The parent or guardian of a student submitting a transfer request by March 31 will be notified in April whether the transfer was approved or denied.

Parental Choice transfer requests will not be accepted after March 31 unless the school has Parental Choice spaces available. If space does remain available, the deadline will be extended to June 30.

Parental Choice transfer requests will be governed by the following regulations:

1. No student residing within a specific attendance boundary designated for a school may be displaced by a student granted a transfer to that school.

2. All transfers will be approved based on space availability. The Business Office will provide a list of schools with available space based on projected enrollment and state school housing guidelines. Intra-district transfer requests by parent or guardian should be received by the district no later than March 31 of the school year.

3. A student will be allowed only one choice transfer placement and the request must be filed within the specified filing dates.

4. If space is not available to all students selecting a specific school, students will be selected for that school by the following guidelines:

a. Transfer students currently attending a school will have priority over a new transfer to that school.

b. Students applying for transfer to a school where siblings attend will be given priority over student applications without siblings at the school.

c. If a school does not have space for all returning students previously granted a transfer at the high school level, preference will be given first to seniors; juniors will be given preference over sophomores, etc. Eighth (8) grade students will receive preference over seventh (7) grade students at the intermediate school level.

d. After guidelines "a" through "c" have been applied, all remaining selection of students requesting a transfer to a specific school will be by random lottery draw selection until available space identified has been filled. Transfers at the elementary school level shall be selected in a manner that ensures specific grade levels are not adversely impacted and mandated class size limits are not exceeded.

e. The random lottery draw referenced in guideline "d" above shall be conducted in April of each school year. The random lottery draw shall establish a student's enrollment priority to the school and grade level requested pursuant to those regulations governing Parental Choice transfers. This student enrollment priority waiting list shall terminate on June 30.

f. The parent of any student who was not enrolled for lack of available space at the school of their choice must submit a new request for transfer for consideration in the subsequent school year.

g. The district reserves the right to authorize an administrative inter-or intra-district transfer to any student at any time of the school year, irrespective of any existing enrollment priority waiting list, if such transfer meets the criteria for specified reason and the transfer is deemed to be in the best interest of the student or the school.

5. School transportation for any student permitted to transfer to an alternate school of attendance shall be the responsibility of the student's parent or guardian.

6. Students shall not be selected for transfer to an alternate school within Parental Choice policies based upon their academic or athletic performance.

7. All CIF regulations governing school-to-school transfers (grades 9-12) which determine a student athlete's eligibility to participate in high school sports are applicable. Parents or guardians of a student athlete should confer with a high school administrator regarding those rules before requesting a school transfer.

8. School placement of a special education student is restricted to space availability in the identified program of need at the school selected and applicable regulations governing special education.

TRANSFERS — Program Improvement

The district annually reviews state academic assessments for each school served under Title I. Students attending schools identified for program improvement will be provided with the option to transfer to another district school that has not been identified for school improvement. Transfer requests may be submitted to the Child Welfare and Attendance Office during the month of September. All requests will be afforded an equal opportunity of selection based on space availability.

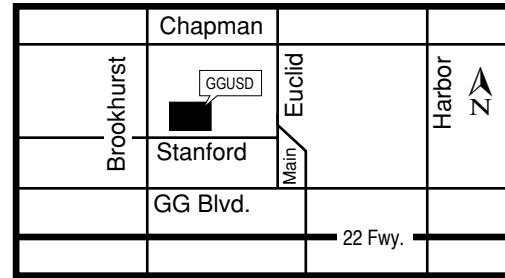
APPEAL PROCESS

When a parent's request for a school transfer is denied, a written explanation for the denial will be provided to the parent or guardian. The parent or guardian may initiate an appeal of the transfer denial. All appeals shall be made in sequence as follows:

FIRST APPEAL - Assistant Superintendent, Special Education and Student Services, and the appropriate Assistant Superintendent of Elementary or Secondary Education. SECOND APPEAL - District Superintendent/Board of Education.

Inter-District transfer denials may appeal to the Orange County Department of Education upon an initial denial.

Child Welfare and Attendance Office
(714) 663-6391



Garden Grove Unified School District
10331 Stanford Ave.
Garden Grove, CA 92840
(714) 663-6000

www.ggusd.us

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2008–09

Student Attendance Options

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TRANSFERS

Garden Grove Unified School District