



# WESTERN PLACER UNIFIED SCHOOL DISTRICT

600 Sixth Street, Suite 400, Lincoln, CA 95648 Ph: 916-645-6350

---

## INTERDISTRICT ATTENDANCE REQUEST

# PARENT

# HANDBOOK

# 2018-2019 School Year

# CONTENTS

|  |                       |
|--|-----------------------|
| <b>Interdistrict Explanation</b>                 | <b><i>Page 3</i></b>  |
| <b>Reasons a Request May Be Approved</b>         | <b><i>Page 4</i></b>  |
| <b>District Response</b>                         | <b><i>Page 5</i></b>  |
| <b>Appeal to the District Board of Education</b> | <b><i>Page 5</i></b>  |
| <b>Appeal to the County Board of Education</b>   | <b><i>Page 5</i></b>  |
| <b>Question and Answers</b>                      | <b><i>Page 6</i></b>  |
| <b>Board Policy 5117</b>                         | <b><i>Page 7</i></b>  |
| <b>Administrative Regulation 5117</b>            | <b><i>Page 9</i></b>  |
| <b>Administrative Regulation 5111.12</b>         | <b><i>Page 11</i></b> |

## **INTERDISTRICT STUDENT TRANSFERS**

The Western Placer Unified School District is responsible for providing educational services to students residing in district boundaries. The district builds schools, hires staff, purchases supplies, and engages in comprehensive planning to meet its educational mandate. The Board commits extensive resources based on this planning to adequately prepare for every student that resides, and plans to reside, in the district. The state provides revenue to meet financial commitments based on student enrollment by district of residence. Each student attending another district results in a financial loss. Consequently, in order to plan effectively, provide quality educational opportunities, and meet our financial commitments based on the State's intent to educate children by district of residence, it is important to retain as many students as possible.

The Board expects parents who live within our attendance boundaries to enroll their students in our schools so we can continue to plan and meet our commitments. However, WPUSD has established a process to evaluate requests for students who reside in one district while intending to attend school in another district. This process is called an interdistrict transfer request. The request must be approved by the district in which the student lives and the desired district of attendance to allow the student to enroll.

This handbook contains information for parents, students, and the community to help clarify this process. Included in this handbook are the Board Policy and Administrative Regulations the district uses as a guide for making decisions concerning transfers. Nothing in this handbook changes the laws, Board Policy or Administrative Regulations governing interdistrict transfer, but is intended to assist in clarifying the process.

## **INTERDISTRICT STUDENT TRANSFER PROCESS**

### *INITIAL REQUEST*

The first step in the process is to obtain an Interdistrict Request Form from the district where your student lives. Complete the form and deliver or mail it to the district where your student lives. The district typically outlines the reasons an interdistrict may be approved in Board Policy or Administrative Regulations.

For incoming high school students that have never attended Lincoln High School, visitation to Lincoln High School will need to be completed prior to consideration of your interdistrict transfer. If you choose to continue with your request for transfer after completion of the tour, please bring the tour letter, signed by a school official, to the District Office (600 Sixth Street, Suite 400 Lincoln, CA 95648) with your completed request form.

In Western Placer Unified School District (WPUSD), reasons an interdistrict request may be approved include:

1. To meet the child care needs of the student when options within the district of residency are not available. If an option within the district residence is available, only cases of hardship may be granted. Once a permit has been issued based on childcare needs (grades K-5), the childcare recertification form may be used to reapply through 5<sup>th</sup> grade, as long as the student continues to receive childcare in the receiving district. (*Education Code 46601.5*)
2. To meet a child's special mental or physical health needs, as prescribed by a physician, and school psychologist or other appropriate school personnel, with concurrence from the sending district. (*cf. 6159 – Individualized Education Program*)
3. When the student has a sibling(s) attending school in a receiving district, unless the student in the receiving district is attending based on an interdistrict agreement.
4. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
5. To allow eighth grade students attend the same school they attended as seventh grade students, even if their families moved out of the district during their seventh grade year.
6. To allow juniors and seniors attend the same school they attended the previous year, even if their families moved out of the district during that year. (*Education Code 46600*)
7. When the parent/guardian provides satisfactory documentation, as determined by the sending district, that the family will be moving to the receiving district in the immediate future and would like the student to start the year in that district.
8. When recommended by the School Attendance Review Board or by county child welfare, probation or social service agency staff member in documented cases of serious home or community problems, which make it inadvisable for the student to attend the school of residence.
9. Other significant reasons not included on the Interdistrict Request Application.

In addition to the reasons above, Administrative Regulation 5111.12 allows students to establish residency (attend) a district in which the parent/guardian is employed. The parent *must submit proof of employment such as a paycheck stub* from the employer. California law allows school districts to limit students exiting the district to one percent (1%) of Average Daily Attendance or 75 students, whichever is greater. WPUSD currently exceeds this amount of students exiting our district under this law. Once granted upon employment, the employment recertification form may be used to reapply, as long as employment does not change, and the request indicates the student is to remain in the district they've previously attended based on employment.

Please include any information or reasons you feel are important on the interdistrict request form, even if they do not fit in the above criteria. You may attach this information to the form if there is not adequate space.

### ***DISTRICT RESPONSE***

The district of residence will review the request for the *current school year* and take action within thirty (30) days or you have the right to appeal directly to the Placer County Board of Education (PCBOE). In WPUSD, the Superintendent will review the form and will contact you by mail with an approval or denial based on the reasons stated on the form.

#### **Approval of Interdistrict Request**

If approved, the original form is signed and returned to the parent/guardian to submit to the receiving district. If approved by the receiving district, the student may be enrolled in the new district. If denied by the receiving district, the parent may register the student at their school of residence (WPUSD), or has the right appeal to the PCBOE.

#### **Denial of Interdistrict Request**

If denied, the parent may request in writing an appeal of the decision with the Superintendent. The appeal meeting is scheduled through the District Office. This meeting gives parents/guardians the opportunity to address the Superintendent directly with their reasons for requesting the interdistrict transfer. The Superintendent will make a decision whether to approve or deny the appeal, and a letter will be mailed concerning the decision. If the application is denied, the student's assigned district will be WPUSD; or the parents may request an appeal hearing with the Placer County Board of Education.

### ***APPEAL TO THE PLACER COUNTY BOARD OF EDUCATION***

To appeal to the Placer County Board of Education, forms must be filed with PCBOE within 30 days of the date you received notification from either district that your request was denied. You may contact the Placer County Office of Education at (530) 889-8020 and request information for appealing the decision to the board of education. The PCBOE has a parent handbook to assist with the process at the county level. *Denials from the WPUSD school board based on establishing residency through parent/guardian employment are not eligible to be heard by the PCBOE because WPUSD currently exceeds the amount of students exiting through this law.* The PCBOE will approve the appeal allowing the student to enroll in the new district, or will deny and uphold the decision of the local school board. Board action regarding the appeal is final.

Students who are under consideration for expulsion or who have been expelled pursuant to Sections 48915 and 48918, may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending, or during the term of the expulsion.

*WESTERN PLACER UNIFIED SCHOOL DISTRICT*

*FREQUENTLY ASKED QUESTIONS*

- Q. If I return my transfer request early, will it give me a better chance getting it approved?**
- A. No, transfers are based on criteria in Administrative Regulation 5117. The only exception would be if WPUSD fell below 75 students requesting a transfer due to parent employment.
- Q. I will be requesting a transfer for more than one child. If one is approved, will all of the requests for my children be approved?**
- A. No, each request is considered separately based on the criteria.
- Q. I will be requesting a transfer for both of my children. Do I complete one form for each child?**
- A. Yes, please submit a form for each student.
- Q. If my request for a transfer is approved, is transportation available?**
- A. No. Transportation is not provided for interdistrict transfers.
- Q. My student presently is on an interdistrict transfer. Do we need to re-apply each year?**
- A. Yes. Each year, paperwork must be submitted for an interdistrict transfer. Renewals based on employment and childcare may require a different "Re-certification Form". Please see the front desk for this "Re-Certification Form".
- Q. Where do I get the transfer request form?**
- A. Interdistrict transfer forms may be picked up at WPUSD Monday - Friday from 7:30 - 4:30.  
Western Placer Unified School District  
600 Sixth Street, Suite 400  
Lincoln, CA 95648  
Or, you may obtain a form at our website:  
<http://www.wpusd.k12.ca.us>

For more information, please contact the WPUSD district office at (916) 645-6350.

**INTERDISTRICT ATTENDANCE**

The Governing Board recognizes that parents/guardians of students who reside in one district may, request to attend school in another district and that such choices are made for a variety of reasons.

*(cf 0520.3 - Title I Program Improvement Districts)  
(cf 5! 11.12 -Residency Based on Parent/Guardian Employment) (cf  
5116.1 - Intradistrict Open Enrollment)  
(cf 5118 - Open Enrollment Act Transfers)*

**Interdistrict Attendance Permits**

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

The Superintendent or designee may deny the granting of an interdistrict attendance permit because of overcrowding within district schools or limited district resources, or due to an adverse impact on District operations.

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

**Transportation**

The district shall not provide transportation beyond any school attendance area. Upon request, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area if space is available.

**Limits on Student Transfers out of the District**

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

## **INTERDISTRICT ATTENDANCE**

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

*(cf 3100 -Budget)*

*(cf 3460 - Financial Reports and Accountability)*

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)

### *Legal Reference:*

#### EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

**48915 Expulsion; particular circumstances**

48915.1 Expelled individuals: enrollment in another district 48918

Rules governing expulsion procedures

48980 Notice at beginning of term

**52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance**

#### ATTORNEY GENERAL OPINIONS

87 *Ops. Cal. Atty. Gen.* 132 (2004)

84 *Ops. Cal. Atty. Gen.* 198 (2001)

#### COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County. (2011) 192

Cal.App.4th 234

Crawford v. Huntington Beach Union High School District. (2002) 98 Cal.App.4th 1275

### *Management Resources:*

#### CSBA PUBLICATIONS

Transfer Law Comparison, Fact Sheet, March 2011

#### WEBSITES

CSBA: <http://mvw.csba.org>

California Department of Education: <http://ivwww.cde.ca.gov>

Policy

adopted: September 4, 2007

revised: March 15, 2008, March 15, 2011

revised: February 21, 2012, October 20, 2014

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**

Lincoln, California



**INTERDISTRICT ATTENDANCE**

In accordance with an agreement between the Board of Trustees and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.

The Superintendent or designee may approve interdistrict attendance agreements for the following reasons:

1. To meet the child care needs of the student. When options within the district of residency are not available. Such students may be allowed to continue to attend district schools only as long as they continue to use a child care provider within district boundaries through fifth grade.
2. To meet a child's special mental or physical health needs, as certified by a physician, school psychologist or other appropriate school personnel, with approval from the sending district.

*(cf 6159 - Individualized Education Program)*

3. When the student has a sibling(s) attending school in a receiving district, to avoid splitting the family's attendance unless the student in the receiving district is attending based on an interdistrict agreement. Applications for students to attend with siblings will be determined on a case-by-case basis.
4. To allow a student to complete a school year when his/her parents/guardians have moved out of the district during that year
5. To allow juniors and seniors to attend the same school they attended as sophomores (Education Code 46600)
6. When the parent/guardian provides written evidence, that the family will be moving to the receiving district in the immediate future and would like the student to start the year in that district. Documentation should accompany the interdistrict request.
7. When the student will be living out of the district for one year or less
8. When recommended by the School Attendance Review Board or by county child welfare, probation or social service agency staff in documented cases of serious home or community problems, which make it inadvisable for the student to attend the school of residence.

*(cf 5 I 13.1 - Chronic Absence and Truancy)*

9. Other significant reasons documented on the application

## **INTERDISTRICT ATTENDANCE** (continued)

An interdistrict attendance permit shall not exceed five years. Each permit shall stipulate the terms and conditions established by both districts under which interdistrict attendance shall be permitted, denied, or revoked and any standards of reapplication. (Education Code 46600)

Interdistrict attendance agreements or applications shall not be required for students enrolling in a regional occupational center or program. (Education Code 52317)

The Superintendent or designee may deny or rescind requests for interdistrict attendance agreements if the school's facilities are overcrowded at the relevant grade level and based on other considerations that are not arbitrary. However, once a student is admitted based on child care needs, his/her continued attendance may not be denied because of overcrowding through fifth grade.

*(cf 0410-Nondiscrimination in District Programs and Activities)*

Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

*(cf 5145.6 - Parental Notifications)*

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 4660 I)

*(cf 5119-Students Expelled from Other Districts)*  
*(cf 5114.1-Suspension and Expulsion/Due Process)*

## **Transportation**

The Superintendent or designee may authorize transportation for students living outside the attendance area to and from designated bus stops within the attendance area if space is available based on the student fee schedule.

Regulation  
approved: September 4, 2007  
revised: February 21, 2012

revised: November 5, 2013  
revised: October 7, 2014  
**WESTERN PLACER  
UNIFIED SCHOOL DISTRICT**

Lincoln, California

**RESIDENCY BASED ON PARENT/GUARDIAN EMPLOYMENT**

**Applications for Admission into District Schools**

For purposes of determining eligibility for enrollment in a district school, district residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. (Education Code 48204)

*(cj 5111 - Admission)*  
*(cj 5111.1 - District Residency)*

When applying for admission, the parent/guardian shall submit proof of employment to the Superintendent or designee. This evidence may include, but not be limited to, a paycheck stub or letter from his/her employer listing an actual address within district boundaries. Documentation listing only a post office box as an address shall not be accepted.

Such evidence shall also indicate the number of hours per school week that the parent/guardian is employed at that location.

The Superintendent or designee may deny enrollment based on parent/guardian employment if any of the following circumstances exists:

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer. (Education Code 48204)
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan. (Education Code 48204)
3. The school facilities are overcrowded at the relevant grade level.
4. Other circumstances exist that are not arbitrary. (Education Code 48204)

*(cf 0410- Nondiscrimination in District Programs and Activities)*

Students enrolled in the district on the basis of parent/guardian employment shall not be required to reapply for enrollment in subsequent school years. Such students may continue to attend school in the district through the highest grade offered by the district, if the parent/guardian so chooses and if at least one of the student's parents/guardians continues to be physically employed within district boundaries, subject to the restrictions specified in items #1-4 above. (Education Code 48204)

The Superintendent or designee shall annually request the student's parent/guardian to provide evidence of the employment in order to determine the student's continuing eligibility for enrollment.

**RESIDENCY BASED ON PARENT/GUARDIAN EMPLOYMENT (continued)**

**Requests for Transfers out of District Schools**

When a student requests a transfer out of the district on the grounds that his/her parent/guardian is employed within boundaries of another district, the Superintendent or designee may disallow the transfer for either of the following reasons:

- I. The difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204.
2. The transfer would negatively impact the district's court-ordered or voluntary desegregation plan.

**Notifications**

Whenever a student's application for a transfer into or out of the district is denied, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

*(cf 9324 - Minutes and Recordings)*

*Legal Reference:*

EDUCATION CODE

46601 Failure to approve interdistrict attendance

46607 ADA calculation for residency based on parent employment

48200-48284 Compulsory education law, especially:

48204 Residency based on parent/guardian employment

ATTORNEY GENERAL OPINIONS

84 Ops. Cal. Attv. Gen. 198 (2001)

**Management Resources:**

WEBSITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Regulation

approved: September 4, 2007

revised: February 17, 2015

**WESTERN PLACER UNIFIED SCHOOL DISTRICT**  
Lincoln, California