



WESTERN PLACER UNIFIED SCHOOL DISTRICT

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

INTERDISTRICT ATTENDANCE REQUEST

PARENT

HANDBOOK

2021-2022 School Year

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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 or Twelve Bridges High School, we require students to complete a virtual informational meeting prior to submitting your interdistrict transfer. Please contact your high school of residence to schedule a virtual tour.

In addition, the Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. To meet the child care needs of the student, only as long as certified by a physician, school psychologist, or other appropriate school personnel (cf. [5148](#) - Child Care and Development)
2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel (cf. [6159](#) - Individualized Education Program)
3. When the student has a sibling attending school in a receiving district, to avoid splitting the family's attendance
4. To allow a student to complete a school year when student's parents/guardians have moved out of the district during that year
5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school
6. To allow high school senior to attend the same school attended as junior, even if the student's family moved out of the district during the junior year
7. When the parent/guardian provides written evidence, that the family will be moving into the district in the immediate future and would like the student to start the school year in that district
8. When the student will be living out of the district for one year or less
9. 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. [5113.1](#) - Chronic Absence and Truancy)
(cf. [5113.12](#) - District School Attendance Review Board)
10. When there is valid interest in a particular educational program not offered in the district of residence
11. To provide a change in school environment for reasons of personal and social adjustment

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 and take action within thirty (30) days or you have the right to appeal directly to the Placer County Board of Education (PCBOE). For an interdistrict transfer request received by the district 15 or fewer calendar days before the first day of school, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received. For an interdistrict transfer request received by the district more than 15 days before the first day of school, the district will notify the parent/guardian as soon as possible, but no later than 14 calendar days after the first day of school for which transfer is requested.

In WPUSD, the Deputy 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. Failure of a parent/guardian to meet district timelines shall be deemed an abandonment of their request.

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.

REVOCATION OF INTERDISTRICT TRANSFER

Revocation of a current interdistrict transfer agreement may occur for the following reasons:

1. Violation of district and/or school rules
2. Failure to demonstrate acceptable academic performance
3. Failure to demonstrate acceptable attendance
4. Failure to demonstrate acceptable behavior.

Any decision to revoke a permit may be made by each district in accordance with its policy/regulation.

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 9:00 - 3:00.
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.org>

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

Students

BP 5117(a)

The Board of Trustees recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

(cf. [5111.1](#) District Residency)

(cf. [5116.1](#) - Intradistrict Open Enrollment)

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](#))

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](#))

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 of a student's parent/guardian, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area of the school that the student attends if space is available.

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48317 Student attendance alternatives, school district of choice program

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

48985 Notices to parents in language other than English

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

CALIFORNIA CONSTITUTION

Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin

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:

WEB SITES

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

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

Policy WESTERN PLACER UNIFIED SCHOOL DISTRICT

adopted: September 4, 2007 Lincoln, California

revised: March 15, 2008

revised: March 15, 2011

revised: February 21, 2012

revised: October 20, 2014

revised: May 21, 2019

INTERDISTRICT ATTENDANCE AGREEMENTS AND PERMITS

In accordance with an agreement between the Board of Trustees and the board of another district, a permit authorizing a student of either district to enroll in the other district may be issued upon approval of both districts.

The district shall post on its web site the procedures and timelines for requesting an interdistrict transfer permit, including a link to BP 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to: (Education Code 46600.1, 46600.2)

1. The date upon which the district will begin accepting and processing interdistrict transfer requests for the following school year
2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence
3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision
4. A statement that failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request
5. Applicable timelines for processing a request, including the following statements:
 - a. For an interdistrict transfer request received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.
 - b. For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.
6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

Priority for interdistrict attendance shall be given to a student who has been determined by staff of either the district of residence or district of proposed enrollment to be a victim of an act of bullying, as defined in Education Code [48900\(r\)](#), committed by a student of the district of residence. (Education Code [46600](#))

(cf. [5131.2](#) - Bullying)

In addition, the Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

12. To meet the child care needs of the student, only as long as certified by a physician, school psychologist, or other appropriate school personnel
(cf. [5148](#) - Child Care and Development)
13. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel
(cf. [6159](#) - Individualized Education Program)
14. When the student has a sibling attending school in a receiving district, to avoid splitting the family's attendance
15. To allow a student to complete a school year when student's parents/guardians have moved out of the district during that year

16. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school
17. To allow high school senior to attend the same school attended as junior, even if the student's family moved out of the district during the junior year
18. When the parent/guardian provides written evidence, that the family will be moving into the district in the immediate future and would like the student to start the school year in that district
19. When the student will be living out of the district for one year or less
20. 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. [5113.1](#) - Chronic Absence and Truancy)
(cf. [5113.12](#) - District School Attendance Review Board)
21. When there is valid interest in a particular educational program not offered in the district of residence
22. To provide a change in school environment for reasons of personal and social adjustment

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowded of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district shall not deny continued attendance because of overcrowding facilities at the relevant grade level.

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

If the transfer request is for a school year that begins within 15 calendar days of the receipt of the request, the Superintendent or designee shall notify the parent/guardian of the final decision within 30 days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after receipt of the request, the parent/guardian shall be notified of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during the school year. (Education Code 46600.2)

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of their of their right appeal to the County Board of Education within 30 calendar days from the date of the final denial. (Education Code 46600.2)

(cf. [5145.6](#) - Parental Notifications)

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code [48985](#), and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 46600.2)

Pending a decision by the two districts or by the County Board on appeal, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months, provided the district is the district of proposed enrollment. If the decision has not been rendered by the conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally admitted. (Education Code [46603](#))

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 46601)

(cf. [5119](#) - Students Expelled from Other Districts)

(cf. 5114.1 - Suspension and Expulsion/Due Process)

Once a student is admitted to a school on the basis of an interdistrict attendance permit, the student shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school of enrollment, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded after June 30 following a student's completion of grade 10 or for any student entering grade 11 or 12 in the subsequent school year. (Education Code [46600](#))

Transfers Out of the District

A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer. (Education Code [46600](#), [48307](#))

The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code [48307](#))

1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code [48307](#) based on the district's average daily attendance.
2. The County Superintendent of Schools has given the district a negative budget certification or 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.
(cf. [3100](#) - Budget)
3. The Board determines that the transfer would negatively impact any of the following: (Education Code [48307](#))
 - a. A court-ordered desegregation plan
 - b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31
 - c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

Regulation

approved: September 4, 2007

revised: February 21, 2012

revised: November 5, 2013

revised: October 7, 2014

revised: May 21, 2019