

## **OPEN ENROLLMENT**

### **Intra-District Transfers**

The Union School District Board of Trustees endorses a neighborhood school concept. The Board, however, recognizes that parents may wish to choose a school of attendance other than the assigned school. Therefore, the Board of Trustees believes that parental choice among the district's public schools should be included as an integral feature of a well-rounded educational environment.

Home school attendance areas are established to optimize the use of existing facilities and to avoid crowded conditions. However, requests for Intra-District Transfers may be made for reasons of personal preference based on the needs of the family or child.

If you are interested in having your child attend a school within Union School District but outside of your home attendance area, you must complete an Intra-District Transfer Request. Pick up an application from the receptionist at the Union School District Office, 5175 Union Avenue, complete and return it to the District Office by 4:30 p.m. on March 1, 2019. Intra-District Transfers will only be honored if space is available at the receiving school. Requests received after that time and date will be placed on a waiting list status. If there are more requests than openings at any particular school, a lottery selection process, as required by the Education Code, will take place.

Any Intra-District transfers approved for the first time for the 2008-09 school year and all subsequent years will be reviewed yearly to determine continued placement based on academic progress, behavior, attendance and finally space at the site. Once an intra-district transfer is approved, you do not have to re-apply, and the transfer is in effect through 5<sup>th</sup> grade for elementary schools and 8<sup>th</sup> grade for middle schools, unless otherwise noted on the transfer. [Union School District BP 5116.1](#)

### **Inter-District Transfers**

If you live outside of Union School District and are currently on an Inter-District Transfer to Union School District, our District Policy does not require you to reapply for the 2019-20 school year, however, your home district Policy may be different, so please check with your home district.

Based on our District Policy and the Inter-District Contract, your child's academic progress, behavior and attendance will be reviewed. If all are acceptable you will be welcome to remain in the District as long as space is available. Space determinations are often not certain, however, until late in August and possibly as late as October 1.

If you are by choice returning to your home school, please let your site know as soon as possible. If any of the criteria above is not met, we will let you know in writing so that you can enroll your child in his/her home school. [Union School District BP 5117](#)