

**SAN LORENZO  
UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

**Students**

BP 5117 (a)

**INTERDISTRICT ATTENDANCE**

The Governing Board recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

The schools of the San Lorenzo Unified School District shall be operated for the benefit of the children of residents of the District with such exceptions as permitted by law and Board policy.

The District shall admit to the schools of this district only those non-resident students who reside in districts that have entered into current interdistrict attendance agreements with this district.

The District may grant interdistrict permits for the attendance of non-resident students only when the non-resident student receives written permission from the Superintendent of his/her district of residence. The conditions of enrollment will be mutually agreed upon by the two districts involved. District transportation will not be provided.

The Superintendent shall develop procedures for the prompt consideration of requests for interdistrict permits. The Superintendent shall recommend to the Board such agreements that meet the standards of this policy and admit to school students assigned to this District pursuant to interdistrict agreements.

The Superintendent and Governing Board will uphold AB 2444 and E.C. 46600 (effective January 1, 2011). Students attending school in this district on interdistrict attendance permits, are not required to renew interdistrict attendance permits annually, and 11<sup>th</sup> and 12<sup>th</sup> grade interdistrict attendance permits will not be revoked.

Along with the Alameda County Office of Education and all school districts in Alameda County, the Superintendent and the Governing Board of the San Lorenzo Unified School District will remain in accordance with the 5-year Memorandum of Understanding with reference to interdistrict attendance permits for public education students in Alameda County. This agreement was made by and between the school districts of Alameda County, State of California, for the 2016-17 school year (see MOU for specific language).

Ed. Code 46600 et seq., 48050, 48051, 48200 et seq.

## Interdistrict Transfers Out of District

The Board will only enter into inter-district agreements for the attendance of resident students in other districts when one of the following criteria is met:

Reason for Request	Documentation Required: Please submit ALL relevant documents in each selected section.
Continuing Enrollment	<ol style="list-style-type: none"> <li>1. Copy of the student's last report card</li> <li>2. Letter from parent/guardian stating the enrollment history (grade and school/district) of the student since kindergarten</li> </ol>
Sibling	<ol style="list-style-type: none"> <li>1. Sibling's most recent report card.</li> <li>2. Both students' birth certificates.</li> <li>3. Copy of the sibling's approved IDT agreement from the district of residence.</li> </ol>
Parent Employment	<ol style="list-style-type: none"> <li>1. Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis. (A &amp; B together for each parent or C) <ol style="list-style-type: none"> <li>a. Copy of a recent pay stub</li> <li>b. Letter from employer on the employer's stationery verifying schedule (hours and days) and location of employment</li> <li>c. If self-employed, letter stating schedule (hours and days) and location of employment plus a copy of business license.</li> </ol> </li> <li>2. Letter from parent/guardian explaining the circumstances that an inter-district permit is necessary under parent employment reasons.</li> </ol>
Child Care (TK-5 ONLY)	<ol style="list-style-type: none"> <li>1. Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis. (A &amp; B together for each parent or all of C) <ol style="list-style-type: none"> <li>a. Copy of a recent pay stub</li> <li>b. Letter on the employer's stationery verifying schedule (hours and days) and location of employment</li> <li>c. If self-employed, letter stating schedule (hours and days) and location of employment plus a copy of business license.</li> </ol> </li> <li>2. Letter from the adult, center or organization providing child care <ol style="list-style-type: none"> <li>a. Name, address and contact information of the adult, center or organization</li> <li>b. Child care license number and fees, if applicable</li> <li>c. Hours of operation for the center or organization, or hours that the student is under care</li> <li>d. Length of time student has been under care by the adult, center or organization</li> </ol> </li> <li>3. Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary under child care reasons</li> </ol>
Health and/or Safety Issue	<ol style="list-style-type: none"> <li>1. Letter or report from a doctor, psychologist, or other health professional related to the case providing a rationale why they are supporting an IDT.)</li> <li>2. Police report, incident report or school report supporting the safety related issue.</li> <li>3. A letter from the parent/guardian explaining the circumstance that makes an IDT agreement is necessary under health &amp; safety reasons.</li> </ol>
Specialized Programs	<ol style="list-style-type: none"> <li>1. Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested</li> <li>2. Letter from parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is either unavailable or not comparable at the district of residence</li> </ol>
Change in Residence	<ol style="list-style-type: none"> <li>1. Copy of escrow documents or rental agreement.</li> </ol>
A Child of an Active Military Duty Parent/Guardian	<ol style="list-style-type: none"> <li>1. A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district to a school district of choice. (Education Code 48301)</li> </ol>

Date Adopted: March 7, 2017

**SAN LORENZO  
UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

**Students**

AR 5117 (a)

**INTERDISTRICT ATTENDANCE**

**I. APPROVAL OF PERMITS FOR OUTGOING STUDENTS**

Please see the criteria for eligibility in Board Policy 5117(b).

**II. APPROVAL OF PERMITS FOR INCOMING STUDENTS**

The San Lorenzo Unified School District welcomes students who reside outside of San Lorenzo District boundaries. The Director of Student Support Services may deny an interdistrict permit for any of the following reasons:

- a. Evidence that the student would be a discipline problem, including but not limited to, the student being under suspension, expulsion, or a referral to a school attendance review board for behavior problems by the student's district of residence or any other district.
- b. Evidence that the student is excessively tardy or truant or the student is brought to school excessively early or not regularly picked up from school on time.
- c. Falsification of any information concerning the student's residence or other material matter.
- d. Student fails to make appropriate academic efforts or maintain a 2.0 GPA or above.
- e. Complaints by the student and/or parent(s)/guardian regarding the quality of the District school program, instruction or staff, or personal animosities.
- f. Failure of the student and/or parent(s)/guardian to demonstrate a valid reason for granting an interdistrict permit.
- g. Financial hardship to the District.
- h. Negative impact on any court ordered or voluntary desegregation plan.
- i. Negative impact on District programs or services, including but not limited to, an increase in class size beyond limits mandated by law or collective bargaining agreement(s), or failure to appropriately schedule a student because of high enrollment.
- j. Any other valid reason.

### III. PRE-ADMITTANCE PROCEDURES

All new out-of-district students and parent/guardians may be interviewed at the school site or at the District Office. The purpose of this interview is for the District to become acquainted with the child and his/her family, to determine whether one or more of the grounds for approval or denial exists, to acquaint the child with the school, and to inform the child and parent/guardian of school and District expectations and the consequences if they are not met.

In addition to having an approved District interdistrict permit, new students must provide the following before being admitted to school:

- a. Verification of immunization as required by California state law.
- b. A withdrawal slip from the student's previous school indicating that interdistrict attendance of the student has been approved.
- c. A copy of the student's last report card
- d. A copy of the students discipline file, if any.
- e. A copy of student attendance records.
- f. A copy of the student's high school or middle school transcript, if any.

### IV. REVOCAION OF PERMITS

Interdistrict permits are approved with the understanding that the student will maintain satisfactory academic progress (minimum 2.0 GPA), good behavior, and good attendance (including prompt arrival and pick-up from school). In accordance with AB 2444 and Education Code 46600 interdistrict permits will not be revoked for any enrolled 11<sup>th</sup> or 12<sup>th</sup> grade student. For grades K-10 the

San Lorenzo Unified School District may revoke an interdistrict permit at any time if the student violates the following conditions, which include but are not limited to:

- a. Student misconduct such as multiple discipline infractions that may include suspension and/or recommendation for expulsion.
- b. Failure of the student to maintain a satisfactory record of attendance (absent from school without valid excuse three days or tardy in excess of 30 minutes on each of more than three days in one school year).
- c. Failure of the student to maintain grades of "C" or better in all classes. "D," "F," "Incomplete," or "No Mark" are all considered unsatisfactory grades.
- d. Class size limits cannot be reasonably maintained.
- e. The student's parents/guardians are not reasonably accessible.
- f. Any other valid reason for the District to believe it would be in the best interest of the student or the District for the permit to be revoked.

**V. PROBATIONARY PERIOD**

When a student attending school in the District pursuant to an interdistrict attendance permit does not meet expectations in any one area; the student may be put on probation at the discretion of the Director of Student Support Services for up to six weeks rather than having the permit immediately revoked. When a student is put on probation the following will occur:

- a. A student conference will be scheduled.
- b. Parents/Guardians will be notified and a parent conference will be held.
- c. A copy of the notification will be sent to the Director of Student Support Services.
- d. When a student improves and is meeting expectations, the student, parents/guardians, and Superintendent will be notified.

During or following the probationary period, if improvement has not occurred and expectations have not been met, the interdistrict permit will be revoked and the student will return to his/her district of residence. The student and parents/guardians will be notified and the Director of Student Support Services will receive a copy of this notification.

**VI. FAILURE TO OBTAIN A VALID PERMIT**

Any out-of-district student, who, through error or intent, attends school in the San Lorenzo Unified School District without a valid interdistrict attendance permit, shall be immediately transferred to the district of residence as soon as such instance becomes known to the District.

**VII. AB 2444 PERMIT VALIDATION TIME FRAME**

All outgoing interdistrict applications for the current school year will be processed and responded to within 10 school days. All outgoing interdistrict applications for the upcoming school year are to be submitted no sooner than March 1, and will be processed and responded to in 10 school days. Outgoing interdistrict application requests for San Francisco county schools and San Mateo county schools will be processed prior to March 1, per agreement.

Non-resident students admitted to the District pursuant to an interdistrict attendance permit shall not be required to renew their interdistrict application annually. However, re-application is required before entering 6<sup>th</sup> grade and again in 9<sup>th</sup> grade.

The Board reserves the right to revoke a non-resident interdistrict attendance permit at any time, or to not renew the permit for the succeeding school year without cause. In such cases, the student will be immediately transferred to the district of residence. Before the end of each school year, the Department of Student Support Services, in conjunction with the school site Principal or designee, will conduct a review of every interdistrict student in grades K-10 to determine continuance for the following year.

**VIII. APPEAL**

The parent/guardian may appeal the denial of the Director of Student Support Services to the Superintendent and Governing Board who shall make the District's final decision.

Thereafter, the parent/guardian of the student may appeal the District's decision to the Alameda County Office of Education pursuant to Education Code 46601.

Board Adopted: March 7, 2017