



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

**Administrative
Regulation:**

#5116.1

Section: 5000

Students

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INTRADISTRICT OPEN ENROLLMENT

Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 calendar days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and parent/guardian in making the offer. If the parent/guardian elects to transfer the student, the transfer shall be completed as soon as practicable.

Other Intradistrict Open Enrollment

Form 10 applications shall be submitted between the months of December and January of the school year preceding the school year for which the transfer is requested. Intradistrict (Form 10) applications shall be initiated by a student's parent/guardian. These applications must be submitted on the district-designated form that is available at the District Office, on the CUSD website, and at each school.

Students wishing to compete in CIF sanctioned athletics must submit a School of Choice application by July 1 to maintain eligibility.

Parents with multiple children seeking placement in one school will have all affected children considered with one application. The name of each child who wishes placement in a school of choice must appear on the application. However, separate applications must be submitted for elementary school, middle school, and high school.

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. The Superintendent or designee shall identify those schools which may have space available for additional students.
2. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random lottery shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.
3. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
4. Approved applicants must confirm their enrollment within 5 school days.

A student granted intradistrict enrollment under other circumstances shall not be required to reapply for readmission, but may be subject to displacement due to excessive enrollment.



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Once a Form 10 has been approved and accepted to a school outside the residence boundary area, the parent must submit a Form 10 application if the child wishes to return to the school within the residence boundary area.

Students who are attending a school because of a special need as defined by the District will not require a Form 10 and will be placed in the school according to current procedures.

Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 35160.5, 48980)

1. All options for meeting residency requirements for school attendance

(cf. 5111.1 - District Residency)

2. Program options offered within local attendance areas
3. A description of any special program options available on both an interdistrict and intradistrict basis
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied
5. A district application form for requesting a change of attendance
6. The explanation of attendance options under California law as provided by the CDE

(cf. 5145.6 - Parental Notifications)

Lottery Procedures

- Each school's enrollment/capacity will be considered separately. Lottery will be based on grade level classroom capacity at the elementary level and on school program capacity at the secondary level.
- The lottery for the ensuing school year will be held at the Educational Services office.
- Each student's name will be assigned a number at random within the priority category.
- The lottery number assigned will remain in effect throughout the upcoming school year.