

# Lake Tahoe Unified School District School District

Open Enrollment Request Form

School Year: 20\_\_-20\_\_

The Lake Tahoe Unified School District permits parents to request to transfer their children to any elementary school determined by the District to have space available subject to the conditions stated below.

1<sup>st</sup> Child \_\_\_\_\_ Grade \_\_\_\_\_ 2<sup>nd</sup> Child \_\_\_\_\_ Grade \_\_\_\_\_

3<sup>rd</sup> Child \_\_\_\_\_ Grade \_\_\_\_\_ 4<sup>th</sup> Child \_\_\_\_\_ Grade \_\_\_\_\_

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School where you want your child to be enrolled:  Bijou Community School  Environmental Science Magnet School  
 Sierra House Elementary School  Tahoe Valley Elementary School

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Home School:  Bijou Community School  Sierra House Elementary School  Tahoe Valley Elementary School  
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### Reason for Request:

- Parent(s)/Guardian(s) work primarily at this school
- Homeless Student
- School of Residence is a Program Improvement School
- School of Residence is "Persistently Dangerous" or student is a victim of a violent criminal offense
- Other: \_\_\_\_\_
- Transportation arrangements
- Parent(s)/Guardian(s) work schedules
- Childcare arrangements
- Moving into this attendance area soon
- Sibling of currently-enrolled student

If a transfer is granted:

1. I understand that it is my responsibility to provide transportation to and from school. (Except the Lake Tahoe Environmental Science Magnet School).
2. I realize this transfer covers the child(ren) named above and does not imply transfer approval for a sibling in future years, though priority is given to siblings. Space availability and ethnic balance remain determining factors.
3. I understand that, once my child is enrolled at this school, my child may be subject to displacement due to excessive enrollment.
4. I understand that my child may be transferred back to his/her school of residence for any of the following reasons: unsatisfactory attendance, behavior, grades, or citizenship as determined by Board Policy 5116.
5. I understand that this transfer is not approved/denied until signed by the Superintendent or designee.
6. I understand that I do not have to reapply each year for open enrollment.

I have read this form in its entirety.

\_\_\_\_\_  
Parent/Guardian Name (Please Print) Physical Address

\_\_\_\_\_  
Parent/Guardian Signature Date Contact Phone No. E-Mail

\_\_\_\_\_  
Signature of Principal, School of Choice Date Recommended:  Yes  No

\_\_\_\_\_  
Signature of Superintendent or Designee Date  Approved  Denied

Comments: \_\_\_\_\_

## **LAKE TAHOE UNIFIED SCHOOL DISTRICT PROCEDURES FOR OPEN ENROLLMENT TRANSFER**

Lake Tahoe Unified School District offers parents the choice of transferring to elementary school outside of the school serving their attendance area on a *space available* basis through the open enrollment process. Current open-enrolled students do not need to reapply. All schools in the Lake Tahoe Unified School District offer a highly academic program designed to meet the needs of each individual child. School principals will be happy to work with parents who are considering a change to help them make the best educational choices for their children.

Parents/guardians may request permission for students to attend school outside the designated attendance area by complying with the following procedures. According to California Education Code, approval of transfers is *not* on a first-come, first-served basis, but is on a lottery basis.

- Priority for attendance at any school shall be given to pupils residing within its normal boundaries.
- All transfer requests are governed by SPACE AVAILABILITY.
- One open enrollment request form must be completed for each family.
- Students must be enrolled at their home school before an open enrollment can be requested.
- Parents must provide transportation to the selected school (except to the Lake Tahoe Environmental Science Magnet School) and agree to see that the student maintains acceptable standards of behavior and punctuality.
- Applicants who submit requests by the end of April will be notified of approval/denial by the first week in May and must confirm their enrollment within two weeks of receipt of notification. If the application is denied, the reasons for denial shall be stated.
- Applicants who submit requests after May 1<sup>st</sup> may not be notified until the end of August.
- Students who move into the District any time during the school year may apply for a position in a school outside of their specific attendance boundaries on a space available basis.
- After all children wishing to remain in their home school are placed, a lottery procedure for additional enrollees will be established which takes into account the priority criteria for placement (see below). All children in each priority category will be placed until a category is reached which contains more applicants than there is space available. At that point, a lottery will be held within that category.

### **Open enrollment applications will be processed according to the following priorities:**

1. Students enrolled in a school identified for program improvement, corrective action or restructuring (No Child Left Behind Act).
2. Students who, while on school grounds, become a victim of a violent criminal offense (as defined by the State Board of Education) or attends a school designated by the California Department of Education as persistently dangerous.
3. Upon finding that special circumstances exist that might be harmful or dangerous to the student.
4. Students who are siblings of a student currently attending with an approved transfer.
5. Students whose parent/guardian is an employee of Lake Tahoe Unified School District.
6. Students not currently enrolled in the District (private / home-schooled students).
7. Students whose before or after child care center is located close to the school of choice
8. Homeless students, as defined under Education Code 1981.2.

Any complaints regarding this process should be taken to the Superintendent or designee.