

GLENDALE UNIFIED SCHOOL DISTRICT
STUDENT SUPPORT SERVICES
223 NORTH JACKSON STREET
GLENDALE, CALIFORNIA 91206
(818) 241-3111

Dear Parents,

In July 1994, the Glendale Unified School District implemented an, "Open Enrollment" policy in accordance with state law, Assembly Bill 1114. This policy allows parents to choose a school of attendance for their children other than their neighborhood school. The purpose of this letter is to inform you about the law and the process of "Intradistrict Choice" that will be used to determine assignments for those children who wish to transfer schools.

Due to enrollment projections, there are only a limited number of "Intradistrict Choice" spaces for school year **2010-2011**. To determine these openings, a procedure that includes a review of the recommended maximum capacity, projected enrollment, and issuance of existing Intradistrict permits for each school, has been done. *Parents who want their children to remain at their school of residence are guaranteed a place at that school and do not need to fill out an application.*

Our current enrollment projections reflect that only the schools listed below have openings, but parents may wish to have their child's name included on a waiting list for other schools. Final decisions of acceptance for other schools will be available no later than the second week of the new school term.

Elementary Schools:	Franklin Elementary
Middle Schools:	Roosevelt Middle School
High Schools:	Hoover and Glendale High Schools

If more applications are received than spaces available, at the schools with openings, a random, unbiased lottery drawing, per State requirements, will be conducted the first week of June. All applicants for those schools will be notified of the results during the week of **June 11**. Parent confirmation is required within two weeks of the notification date. A waiting list will be established based on applications submitted by the **May 21 deadline**. The waiting list expires on February 15 of each year.

Currently, each application is for an individual student. Approval of an application for the student does not mean that an application for brothers and/or sisters will automatically be approved.

Applications for an "Intradistrict Choice" permit are available at each participating school office or in the Student Support Services Department, located at the Administration Center, in Room 203. *Applications must be completed and returned to the office of Student Support Services by 5:00 p.m., on Friday, May 21 2010.*

If you have questions regarding school transfers, please call the office of Student Support Services.

Sincerely,

H. A. Paz, Director
Student Support Services

Glendale Unified School District
Intradistrict Choice Permit Application
2010-2011

Please Type or Print in Ink

Student Last Name _____ First Name _____ Date of Birth _____ Current Grade _____ Grade for 2010-2011 _____
Parent/Guardian Name _____
Address _____ Home or Work Phone _____
City _____ State _____ Zip Code _____ Cell Phone _____
School of Residence _____ School Requested _____

If Special Education Student: RSP or SDC

Intradistrict Choice Procedure:

- This application must be received in the office of Student Support Services, 223 North Jackson Street, Room 203, Glendale, CA 91206, (818) 241-3111, **no later than 5:00 p.m. on Friday, May 21, 2010.**
- A random, unbiased lottery process which assures all applicants an equal chance of having an application drawn, will be conducted on **Friday, June 4, 2010.** All applications for schools with openings will be drawn until the established enrollment number for Intradistrict Choice openings have been filled. If the number of applications exceeds the number of Intradistrict Choice openings, the applications shall be placed on a waiting list for the school of choice in the same order as they were drawn. If you move out of Glendale this permit will no longer be valid. This list will expire on February 15, 2011
- For schools having openings, parent/guardians of applicants who have been drawn from the lottery process will be notified in writing by **June 11, 2010**, of approval, denial, or placement on a waiting list.
- Confirmation and acceptance of the Intradistrict Choice permit by parents/guardians must be received by the office of Student Support Services within two weeks of the date of notification. If parents/guardians do not wish to accept the Intradistrict Choice permit, the application will be forfeited.
- Students living outside the school's attendance area shall be considered to be residing in the school of choice attendance area and shall matriculate to the next level within the school of choice attendance area.
- Special education students will be in the general drawing but with the understanding that placement is subject to space availability in the school's program.
- Once enrolled, a student shall not have to apply for readmission under the lottery process.

Permits are granted contingent upon the parent or student providing his or her own transportation, maintaining regular attendance, acceptable behavior, and satisfactory academic progress. Permits are subject to cancellation at any time during the school year, due to financial penalties incurred by the District if enrollment exceeds maximum class size allowed by the state. When enrollment exceeds the penalty factor, students will be withdrawn in reverse order of enrollment.

I certify that the above information is true and complete. I also certify that I will be available to school personnel as necessary for emergencies, discipline referrals, and parent conferences.

Signature of Parent or Guardian _____ Date _____

- District Use Only -

Student's Permanent ID No. _____

Application No _____

Action Taken: Accepted – date letter sent: _____

Waiting List

Placement No _____

Denied