

Students – Attendance

Intradistrict Permits

A. Permits for Attendance of Resident Students

1. Students are expected to attend the school in the attendance area in which they live. Exceptions to this policy shall be considered on the following basis:
 - a. **Overcrowding:** Where overcrowding in one school makes it advisable to shift students to a school that is less crowded.
 - b. **Adjustment Issues:** In individual cases where students with adjustment problems or students with problems that are either harmful or dangerous in nature can best be served by being transferred to another school. A brief description of the problem must be included with the permit application. If, after a reasonable period of time, the student is not profiting from the adjustment transfer, the student may be reassigned to the school of residence.
 - c. **Special Curriculum:** When special curriculum is available only at a school outside of the student's regular attendance area.
 - (1) Parents or students requesting permission to attend a high school other than the school of residence for purposes of obtaining special curriculum not available in the high school of residence should be directed to the principal or designee of their school by the last day of April of the year preceding the coming school year. The application deadline to Clark Magnet High School is the last Friday in February.
 - (2) It will be the responsibility of the principal of each high school having a unique curriculum offering not available in the other high schools of the District, to accept bona fide students within the established limits set for the specialized curriculum. These limits should define minimum/maximum grade levels for initial enrollment and academic prerequisites for advanced level coursework.
 - (3) Students residing in the school where the unique curriculum is offered will be given first priority to enroll. Students granted intradistrict permits will be counted in the student-teacher ratio for the school of attendance.
 - (4) A student attending on an intradistrict transfer permit will be enrolled as a full-time student at that school and shall continue at that school as long as attendance, behavior, and academic achievement is satisfactory in the total academic program. If said student fails to maintain satisfactory progress or drops the special course for which the permit was granted, the permit will be canceled immediately and the student transferred to the school of residence.
 - (5) Special curriculum permits are not to be considered nor discussed as an option to enable students to participate in interscholastic sports at a school of their choice.

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- (6) In January of each year, the high school principals are to confer with the Assistant Superintendent of Educational Services in regard to specialized courses or courses of limited enrollment in order that it may be planned to have courses such as fourth year foreign language, ROTC, cosmetology, academies, and certain industrial arts and technical education courses available in at least one of the high schools in the District.
- (7) Special curriculum courses will be comprised of no more than twenty percent of students from other school sites.

Special Curriculum Time Line:

- By January of the preceding school year, all high school principals will meet to select the special curriculum classes offered during the coming school year.
- All classes offered will indicate maximum number of students allowed for enrollment.
- Special notice regarding the classes will be sent to each middle and high school in the month of March advertising the classes offered and application.
- The deadline for applications will be the last day of April to the office of Student Support Services.
- If the permit requests are greater than the spaces available, the applications for each special curriculum will be considered on a lottery basis providing the student meets the minimum requirements of attendance, behavior, and grades.
- If needed, the lottery for each special curriculum class will take place by the end of May of the preceding school year.
- By the end of June all students will be notified that are accepted to the new school and permits will be issued upon approval by the principal of the receiving school.
- All students not accepted through the lottery will be placed on a waiting list pending openings later in the year.
- If space permits, students may be enrolled in the program later in the year upon mutual principal approval.
- The student shall maintain continuous enrollment in the specialized curriculum throughout the completion of the student's senior year in order to remain at the school.

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- d. **Prior Attendance:** Students who move from one attendance area of the Glendale Unified School District to another after the first month of the school year are usually transferred at the time their residence is changed. If enrollment permits and the parents request a permit, and if, in the principal's judgment, a student has made satisfactory progress at the school, a permit may be granted for the student to continue for the remainder of that year only. Exceptions to this rule are as follows:
- (1) Elementary - Students who have moved after completion of the fifth grade may continue through the sixth grade.
 - (2) Middle School - Students who have moved after the completion of the seventh grade may continue through the eighth grade.
 - (3) Senior High - Students who have moved after the first semester of their junior year may continue through the twelfth grade.
- e. **Anticipated Move:** If, at the beginning of the school year, a family plans to move into a different school attendance area prior to the close of the first quarter and shows documented evidence of the anticipated move, such as escrow papers, a permit may be granted.
- f. **Privately Arranged Child Care:** Privately arranged child care for students in grades kindergarten through eighth grade.

When both parents work full time and require the services of a child care provider before and/or after school hours for the daily supervision of their child, permission may be given to attend the school of residence of the provider when enrollment allows. Such permits are valid only as long as the child care arrangement remains in effect and may be extended for students in grades 9 through 12 at parent request.

- g. **District Employment-Related Intradistrict Permit:** For student calendar purposes **only**.
- (1) Enrollment permitting, students of employees may be granted intradistrict permits to the school of the employee, allowing the employee and student to be on the same student calendar.
 - (2) Provided space is available, the student may participate in the Self-Supporting Early Education and Extended Learning Programs at the employee's school site.
 - (3) Employees with students in the Recreational After-School Program (RAP) on intradistrict permits must prearrange for childcare on non-instructional schooldays.
 - (4) Employee shall accept full responsibility for providing child care but may not be the child care provider during their assigned working hours.

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- h. **Siblings and Traditional Calendar:** Transfer of elementary students with siblings in a secondary school from a year-round school to a school on traditional session.
 - (1) Students whose older siblings attend a secondary school in Glendale may be enrolled in a Glendale elementary school on a traditional schedule provided that:
 - (a) Enrollment permits; and
 - (b) They walk or parent provides transportation to the school.
 - (2) When the older sibling is no longer in attendance or when, in the judgment of the principal, the student's attendance or behavior is unsatisfactory, the permit will be canceled.
2. **Process:** Requests for intradistrict permits originate at the office of Student Support Services with the exception of special curriculum.
 - a. Intradistrict permits for adjustment problems may be granted at any time. There will be no commitments or permits issued for other listed reasons prior to the opening of school if there is a possibility school enrollment may reach penalty levels. In these cases, permits will not be issued until enrollment permits.
 - b. Permits expire on the last day of the school year in which they were granted, as stated on the permit. It is the parents' responsibility to initiate a request for another permit if continued attendance on permit is desired. The new request is evaluated again to determine if it meets District requirements. The office of Student Support Services will notify the parent that a new permit is required.
 - c. All intradistrict permits for elementary students are contingent upon maintaining a reasonable class size, as determined by District guidelines. Permits are subject to cancellation at any time during the year if a student's continued attendance places the school in a state penalty factor, or if it is determined that the student was not originally enrolled from a bona fide Glendale School District address, or if the student's behavior, attendance, or grades becomes unacceptable. Before canceling a permit because the school is at the enrollment penalty level, principals should first consult with the Assistant Superintendent of Educational Services regarding possible alternatives. When enrollment exceeds the penalty factor, students will be withdrawn in reverse order of enrollment as stated on the permit.

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- d. Regulations regarding the issuance of intradistrict permits do not apply to cases in which it is determined that the student was not originally enrolled from a bona fide Glendale Unified School District address or in which families, for whatever reason, establish a secondary residence within the Glendale Unified School District. In such cases, when the invalid address is discovered or when the secondary residence is abandoned, the student's eligibility to remain in the school of enrollment is terminated immediately.
- B. Permits for Attendance of Resident Students (Intradistrict Choice)
1. Parents or guardian of Glendale Unified School District resident students shall be notified in writing no later than April of each year of the opportunity to apply for placement in a Glendale Unified School District school other than the student's school of residence.
 2. After students wishing to remain in their school of attendance are placed and the projected enrollment relative to school capacity has been determined, placement of intra- interdistrict permit students will be made in accordance with the priority criteria for school placement as enumerated in subdivision B of District Policy 5116.1.
 3. Applications for intradistrict choice will be available at all school sites and from the office of Student Support Services. Completed applications must be returned to Student Support Services by the deadline date stated on the application.
 4. A random, unbiased lottery process, which assures all applicants an equal chance of having an application drawn, will be conducted annually by the Superintendent's designee during the first week of June for those schools with openings.
 5. All applications for a given school will be drawn until the established enrollment number for intradistrict choice openings have been filled. All applications drawn will be numbered in the order in which they are drawn. If the number of applications exceeds the number of intradistrict choice openings for a given school, the applications shall be placed on a waiting list for the school of choice in the same order as they were drawn, and students will be enrolled in the school in which they reside. The waiting list shall be established to indicate the order in which students may be accepted as openings occur.

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6. Parents or guardian of applicants that have been drawn from the lottery process will be informed in writing of the approval of their application. Confirmation and acceptance of the intradistrict choice permit by parents or guardian must be received by Student Support Services within two weeks of the date of notification. If parents or guardian do not wish to accept the intradistrict choice permit, the application is forfeited and the next application on the waiting list will be considered.
7. The Superintendent or designee shall inform all applicants by mail whether applications are approved, denied, or placed on a waiting list. If denied, reason for denial shall be stated.
8. Inasmuch as it is possible to do so, parents or guardian with multiple children seeking placement in the same school will have priority.
9. Once enrolled in a school through this intradistrict choice enrollment procedure, a student shall not have to apply for readmission. However, the student may be subject to displacement due to excessive enrollment.
10. 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.
11. Students on intradistrict choice permits are subject to the same conditions for continuation of the permit as enumerated in subdivision A of this Regulation.
12. Once the student has accepted the intradistrict choice permit, the student must remain at the new school for at least one semester.

C. Transfer Back to the School of Residence

Students approved for intra- interdistrict permit placement shall abide by all school rules and procedures. Students may be transferred back to their home school of residence for any of the following reasons:

1. Unsatisfactory attendance.
2. Unsatisfactory behavior or citizenship.
3. Failure to notify school of change of residence.
4. If enrollment exceeds the penalty factor, students may be withdrawn in reverse order of enrollment as stated on the permit.

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D. Non-Requirements to the District

In implementing intradistrict choice, the District is not required to:

1. Make alterations in the structure or grounds of any schools or make alterations to the arrangement or function of rooms within District schools.
2. Establish and offer any particular program in a school if such a program is not offered.
3. Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites, and required levels of performance.

Legal Reference: Education Code, Sections 35160.5; 48980

Rules Approved: 9/1/61

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