

Students - Attendance

Intradistrict Permits

A. Permits for Attendance of Resident Students

The Board of Education recognizes that parents may wish to choose a school of attendance other than the assigned school of residence in order to meet the diverse needs and interests of their students. The Board of Education, therefore, believes that parental choice among District schools should be included as an integral feature of a well-rounded educational environment.

School attendance areas are established to optimize use of existing facilities and to avoid overcrowded conditions. However, the parents/guardians of any student who resides within District boundaries may apply to enroll their child in any District school, regardless of the location of residence within the District.

1. Initially, students are expected to enroll at the school in the attendance area in which they reside.
2. Students moving residence from one school attendance area to another are usually transferred to the new school in the area of attendance at the time they move into the new attendance area.
3. If the parent or guardian of a student living in the Glendale Unified School District desires to have the student attend a school other than the school of residence, an intradistrict permit must be requested. An intradistrict permit shall be issued according to the following priorities:

- a. Students who choose to transfer from a Program Improvement school within the GUSD

If a District school receiving Title I funds is identified for Program Improvement, corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another District school or charter school. (20 USC6316)

- b. A student who is a victim of a violent criminal offense on school grounds

If while on school grounds a student becomes a victim of a violent criminal offense, he/she shall be provided an option to transfer to another District school or charter school. (20 USC7912)

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- c. Students who request a transfer from a school designated “persistently dangerous”  
  
If a student attends a school designated by the California Department of Education as “persistently dangerous,” he /she shall be provided an option to transfer to another District school or charter school. (20 USC7912;5 CCR11992)
- d. Students who qualify for State subsidized child care programs within the District.
- e. Sibling of a student already enrolled at the school
- f. A student whose parent/guardian is assigned to that school as his/her primary place of employment
- g. A student who has moved from one attendance area of the Glendale Unified School District to another after the first month of the school year
- h. Students requesting a transfer to a school offering a specialized program or a magnet school
- i. Students requesting a transfer to a high school offering a specialized curriculum
- j. Students in kindergarten through grade eight requesting a transfer for privately arranged child care
- k. Students with an adjustment problem who will benefit from a transfer as determined by the Superintendent or designee
- l. Students requesting a transfer for an anticipated move to the school’s attendance area.

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For all other applications for enrollment from outside a school's attendance area with the exception of programs with an established admissions criteria, the Superintendent or designee shall use a lottery process that is systematic, objective and transparent to determine who should be admitted whenever the school receives admission requests that are in excess of the school's capacity. A school's capacity shall be calculated in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic achievement or athletic performance, proficiency in English, family income, or any of the prohibited bases of discrimination except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

Students residing within a school's attendance area will attend that school unless at the time of enrollment the school is over established capacity. No student residing within the attendance area and attending the school will be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

B. Transportation

Except as required by 20 USC6316 for transfers out of Title I Program Improvement schools, the District shall not be obligated to provide transportation for students who attend school outside their attendance area.

C. Annual Review

The Board of Education shall review this process annually.

Legal Reference: Education Code, Sections 35160.5; 48980

Policy Adopted: 12/04/1956

Policy Amended: 12/20/1960; 12/21/1965; 06/04/1985; 02/19/1991; 04/19/1994;  
05/21/1996; 01/14/2003; 01/18/2011

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