



San Luis Coastal Unified School District  
Division of Educational Services  
1500 Lizzie Street  
San Luis Obispo, CA 93401  
(805) 549-1205

DATE REC'D AT SITE

**OPEN ENROLLMENT TRANSFER REQUEST FORM**  
For the 2016-2017 School Year

REC'D IN ED SERVICES

**DEAR PARENT/GUARDIAN:** *Please complete Part A. Use a SEPARATE transfer request form for each child; submit to the principal's secretary at your child's present school of attendance by March 24, 2016. Please make a copy for your records.*

**PART A**

1) Name of Student _____ <input type="checkbox"/> Male <input type="checkbox"/> Female Special Ed <input type="checkbox"/> Yes <input type="checkbox"/> No	2) Current Grade Level _____	3) Grade in the Fall _____
4) Name of Parent/Guardian ( <i>Please Print</i> ) _____ Email address: _____		5) Telephone Numbers Home: _____ Cell: _____ Work: _____
6) Physical Address of Parent/Guardian Street _____ City/Zip _____		
7) Custody Order attached. In Progress <input type="checkbox"/> Complete <input type="checkbox"/> <b>(Note: If there is a joint custody order, both parents need to sign this request form.)</b>		
8) Name of <b>School Currently Attending</b> _____ Name of <b>Neighborhood School</b> _____ (School of Residence)	9) Name of <b>Requested School</b> of Attendance _____ For Pacheco Only: 2 <sup>nd</sup> Choice _____	
10) Are there any siblings currently attending school requested in item 9 above <u>that will still be attending</u> in 2016-2017? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list sibling name(s) and grade level(s) for the 2016-2017 school year: NAME _____ GRADE LEVEL _____ 1. _____ 2. _____		
11) List siblings applying to the <u>same school</u> : NAME _____ AGE _____ 1. _____ 2. _____ 3. _____	12) In the event that <b>not all</b> my children are approved for an Open Enrollment transfer (mark ONE box): a. <input type="checkbox"/> I will accept this child's transfer. b. <input type="checkbox"/> I will NOT accept this child's transfer and will keep all my children at their current school of attendance	
13) <b>For students electing either Pacheco or Teach Elementary School:</b> If s/he attends either one of these schools, my child will use district transportation (if available). Please note that school bus transportation has been available in the past on a pay-per-student basis. The district anticipates continuing this service and providing fee discounts and exemptions based upon financial needs, including students on the free and reduced lunch program. As with all district services, however, changes can occur depending on funding. in the MORNING Yes <input type="checkbox"/> No <input type="checkbox"/> in the AFTERNOON Yes <input type="checkbox"/> No <input type="checkbox"/>		
I understand that if this request is approved, my child <b>will</b> attend the school requested above. I further understand that it will then be my child's school of residence and s/he may only attend a different school by filing an Open Enrollment Transfer Request during the next school year. Finally, I acknowledge that the address provided above is my present legal address. I know that I must submit a new address to the approved school of residence if such address should change. <b>This transfer may be revoked for attendance or behavior issues.</b>		
Signature of Parent/Guardian _____ Date _____		Signature of Parent/Guardian _____ Date _____

**PART B**

**CENTRAL ADMINISTRATION USE ONLY**

Transfer Request Approved <input type="checkbox"/>	Transfer Request NOT Approved <input type="checkbox"/>
Lottery Process Used: Yes <input type="checkbox"/> No <input type="checkbox"/>	Lottery # _____ Wait List # _____

\_\_\_\_\_  
Signature of Assistant Superintendent – Personnel, Innovation and Educational Services

\_\_\_\_\_  
Date

**Distribution: You may make a copy for the parent upon completion. I will copy and distribute as follows:**

Salmon: Parent Copy  
(once Part A is complete)

Pink: Outgoing copy  
(once Part B is complete)

Canary: Incoming copy  
(once Part B is complete)

White – Personnel, Innovation and Educational Services  
(Once Part B is complete)

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT**  
**EDUCATIONAL SERVICES DIVISION**  
**February 29 - March 24, 2016**

**OPEN ENROLLMENT COMMON QUESTIONS AND ANSWERS**

***What is "Intradistrict Open Enrollment"?***

Intradistrict Open Enrollment means that you may request to enroll your child at any district school other than your "school of residence."

***What is my "School of Residence"?***

The term "school of residence" refers to the school to which your child is assigned based on the location of a parent/guardian's primary residence or as the result of an approved intradistrict transfer request.

***What is my "School of Attendance"?***

School of Attendance is where your child actually attends, regardless of whether or not it is your neighborhood school.

***If my child currently attends our school of residence and I wish him/her to remain at that school, what do I do?***

Nothing. Students will attend school at their school of residence. This means that, for most people, no action is required.

***In order to enroll my child in a school other than our school of residence, what do I do?***

To transfer your child from your school of residence to another district school, you must submit and have approved an Open Enrollment Transfer Request Form.

***When and where do I obtain this transfer request form, and to whom do I submit it?***

These forms will be available at your child's present school of attendance beginning **Monday, February 29**. Completed Open Enrollment Transfer Request Forms must be submitted to the principal's secretary at **YOUR CHILD'S PRESENT SCHOOL OF ATTENDANCE** (except in the case of entering kindergarten students, in which case the form should be submitted to the student's school of residence) **no later than 4 p.m. on Thursday, March 24, 2016**.

***How many schools may I apply in a given year?***

You may submit only **ONE** Intradistrict Open Enrollment Transfer Request per child per year. This means you may apply to only one school in a given year.

***May I apply to enroll my child in a specific teacher's classroom at the new school of attendance?***

No.

***Can I change my mind after my application has been approved?***

Applications can be submitted and then withdrawn through March 24. However, once an Open Enrollment Intradistrict Transfer Request has been approved, that decision will remain **final** for

the upcoming school year. If there are extenuating circumstances, appeals will be made to the Assistant Superintendent – Personnel, Innovation and Educational Services.

***If my application is approved, do I then decide between my present school and the approved school?***

No. When you submit an application, you are agreeing to attend the requested school.

***If I apply for more than one child to attend the same school and not all are approved, must I separate my children?***

On the application form, you will declare whether or not you wish to accept a transfer in the event that one child is approved and another is not. Your declaration on the application form will be honored and binding.

***When will I know if the transfer request has been approved?***

Parents/guardians will be notified by mail in early May if their Open Enrollment Transfer Request has been approved for grades 1-12. Those not approved will be placed on a waiting list and may be approved as space becomes available.

***What if the Open Enrollment request is for Kindergarten?***

Because Open Enrollment at the Kindergarten level affects school population for many years, these may not be approved until summer. Notification may occur as late as mid-August.

***What are the capacities of each school?***

Teachers are assigned to schools based upon the estimated enrollment from the attendance area of the school. Space is available when particular grade levels have assigned staff but are not enrolled to capacity.

***If my child was administratively transferred to his/her current school, may we continue to attend that school in subsequent years?***

On the Administrative Transfer form, you were given the opportunity to choose whether you wanted to keep your child at his/her 2015-2016 school or return to your school of residence in 2016-2017. If you originally chose to return your child to his/her school of residence but have now changed your mind, you must follow the open enrollment transfer request procedures in order to request that your child remain at his/her current school.

***If one member of the family is accepted for transfer, are ALL accepted?***

No. On each application form, you will declare whether or not you wish to accept the transfer in the event that one child is approved and another is not. Your declaration on the application form will be honored and binding.

***Will transportation be available if my child is attending a school which is not our school of residence?***

School bus transportation for Pacheco or Teach Elementary School Open Enrollment students has been available in the past on a pay-per-student basis. We anticipate continuing this service and providing fee discounts and exemptions based upon financial needs. As with all district services, however, changes can occur depending on funding. We do not anticipate providing transportation to any other sites for Open Enrollment students.

***Where will the bus pick up my child in the morning?***

Final bus schedule routes will not be established until late summer and will be posted on the district web site, [www.slcsud.org](http://www.slcsud.org) and in local newspapers.

***How long will my child be on the bus (provided there is transportation)?***

At this time, only preliminary bus schedules have been established and are subject to change any time before August 2016. *Parents need to be aware that, in order to make transportation available throughout the District, some students may have to spend considerable time on the bus.* The District will do whatever it can to keep this time to a minimum.

***How does the Open Enrollment Policy affect my student's athletic eligibility?***

Prior to submitting any transfer request, parents of high school students are advised to review Article 2, Section 222 of the California Interscholastic Federation (CIF) Constitution, By-Laws and Rulings. This article contains specific regulations concerning the eligibility of transfer students, how many times during a student's high school career a student may transfer, and the time frame during which a transfer must be completed in order for the student to be eligible for CIF athletics. You may contact the high school athletic department for more information.

***How does the Open Enrollment Policy affect the Pacheco Elementary School application process?***

Students, who wish to attend the Pacheco Elementary School program, will apply through the Open Enrollment process; there will be no special application process for the Pacheco Elementary School program. If more students apply for the program than there are available spaces, applications will be approved based on a lottery system. If you are not familiar with the Pacheco Elementary School program and have further questions, please call Pacheco Elementary School directly at 596-4081. If a lottery is necessary, it will be held on April 28, 2016 at noon in B 3 of the District Office Complex.

***How does the Open Enrollment Policy affect the C.E. Teach School application process?***

Students, who wish to attend the C.E. Teach School program, will apply through the Open Enrollment process; there will be no special application process for the C.E. Teach School program. If more students apply for the program than there are available spaces, applications will be approved based on a lottery system. If you are not familiar with the C.E. Teach School program and have further questions, please call C.E. Teach School directly at 596-4030. If a lottery is necessary, it will be held on April 13, 2016 at noon in B 3 of the District Office Complex.

***If the new school of attendance becomes overcrowded, will my child be transferred out to make room for new students from that school's community?***

The district reserves the right to revoke a 2015-2016 transfer up to the start of the school year if space for students living in the attendance area is needed.

***Can an approved Open Enrollment Transfer be revoked due to behavior or academic problems?***

NO. Once a child is accepted into a new school, that becomes their school of residence and behavioral/academic problems will be addressed using the policies and procedures established at that school for such purposes. If the behavior/academic problem can be resolved by attending a special program at another school, then an administrative transfer might be considered in consultation with the parents.

***Does this mean we no longer have to apply for a transfer each year?***

Yes. Once your Open Enrollment Transfer Request is approved, it is valid until your child promotes to the next level (i.e., middle or high school) or you move out of the district. However, if parents/guardians wish to have their child attend a school other than the one s/he is currently attending, they must submit an Open Enrollment Transfer Request for possible placement in a different school for the NEXT school year.

***May I enroll my child in our neighborhood school the year following an open enrollment transfer?***

Once you change schools through open enrollment, your new school becomes your “official” school of residence. To request a change from that school would require using the open enrollment transfer process.

***If my child attends a school on an approved Open Enrollment Transfer, are we bound to go to the middle or high school into which that elementary or middle school feeds?***

NO. Middle school or high school placement is established by the parent/guardian’s place of residence. If parents/guardians wish to have their child attend a secondary school other than their school of residence, they will be required to submit an Open Enrollment Transfer Request regardless of where their child attended elementary or middle school.

***How can I obtain more information about the schools in our district before I make this decision?***

In addition to this list of questions and answers, all schools have general information available. They also have detailed information regarding programs, services, and after-school child care and activities at their school. You are encouraged to visit any school you may be considering for your child prior to submitting a transfer request. You are also encouraged to go to the district’s website, [www.slcsd.org](http://www.slcsd.org), for more site-specific information.