



Amador County Unified School District

217 Rex Avenue, Jackson, CA 95642

(209) 257-5353 ~ FAX 257-5360

Enrollment Procedures 2019-20

Intra-District Open Enrollment: November 26, 2018 – December 21, 2018

Process to Submit a TK-12 Request for Intradistrict Attendance Permit (IAP)

1. A parent/guardian who would like his/her child to attend a school in another attendance area within the district may submit a Request for IAP. Request forms are available at the home school. This includes students who are incoming siblings of students already in attendance at the school of request.
2. The IAP application process is initiated at the home school of attendance. School staff will accept and date stamp the application beginning November 26, 2018 and ending December 21, 2018. Parents will be notified by January 18, 2019 regarding the status of their application.

Exception: Parents/guardian of 8th grade students submit the IAP application to the Educational Services Department at the District Office.

3. Parents/guardians complete the regular enrollment procedure and provide necessary documentation at their home school.
4. The home school principal reviews the application, the reason(s) for the request, and the history of the student. The principal reviews the application and sends it to the Educational Services Department.
5. Following the deadline for submission of applications, the Assistant Superintendent of Educational Services will review all applications, access each school's student capacity and student enrollment projections to determine space available, approve applications by lot from the eligible applicant pool until space is no longer available, and inform school principals of the decisions.
6. Upon approval, the parent/guardian will be contacted, who will then need to register the student. A copy of the application will be sent to the school of residence by the Educational Services Department. The IAP is in effect for the duration of the school year. The IAP will become tentatively effective five days prior to the first day of school to ensure that students residing in the attendance area have an opportunity to enroll.
7. Approval of the IAP may be revoked and the student transferred immediately to the home school for the following reasons: (a) falsification of address, medical or legal verification, or (b) unsatisfactory behavior, attendance, and /or academic performance. This decision is the responsibility of the principal/designee and that decision is final.
8. If space is not available at the school of request, the Assistant Superintendent of Educational Services will refer the parent/guardian back to the school of residence, and/or assist the parent/guardian to locate an alternate school.
9. In the event a parent/guardian would like to appeal the decision, the parent/guardian must submit his/her appeal in writing to the Superintendent of Schools.

Eligibility and Priority Criteria

1. Application may be considered for the following reasons:
 - a. Medical requirements (i.e., proximity to treatment centers, specialized programs for physically impaired, medical transportation accessibility, etc.) A physician's recommendation must be attached to the IAP specifically indicating the medical reason for attendance at a particular school.
 - b. Alternative placement per directive of the ACUSD/ACOE Board of Trustees, courts, and/or state/county juvenile agencies.
 - c. Assigned placement through the special education program offices.
 - d. Sibling attending the school of request.
 - e. Extenuating circumstances, explained in writing, and approved by both principals.
 - f. Special program(s) offered at the school of request which is not offered at the home school.
 - g. Parent/guardian's employment or child care related need at or near the school of request for students in grade TK-6.
2. Parents/guardians with a student who has been the victim of a violent crime on school grounds or who have a student at a "persistently dangerous" school shall provide written notification to the Superintendent/designee and shall rank-order their preferences from among all schools identified by the Superintendent/designee as eligible to receive intradistrict transfer students. The Superintendent/designee may establish a reasonable timeline, not to exceed 10 school days, for the submission of parent/guardian request.
3. Student who previously attended the school of request will be given the same priority as students residing in the attendance area of the school. Effort will be made to accommodate additional family members, although there is no guarantee of this.

Additional Information

1. Transportation is the responsibility of the parent/guardian of the student.
2. It is the responsibility of the parent/guardian to notify the school office when there is a change of address for the student and provide proof of residence.
3. After the first year on an approved IAP, the student will be given the same priority as a resident student for enrollment purposes.
4. When there is a change of address, the parent/guardian may elect to keep the student in the school he/she is attending for the remainder of the school year, by submitting an IAP, or transfer the student to the school of residence.
5. If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be eligible to participate at the new school. Parents/guardians should check the CIF rules before submitting this application.
6. A student on an IAP who requests to return to the school of residence can do so only at the beginning of the following school year. The request will be honored only if space is available and all other student expectations have been met. Exceptions may be considered due to extreme hardships.

Special Education Students and Students with Section 504 Accommodation Plans

Parents/guardians of students with disabilities will follow the same IAP process as parents/guardians of nondisabled students, subject to Board policy and regulations. However, the district must ensure a Free and Appropriate Public Education (FAPE) for students with disabilities. Therefore, prior to finalizing the approval of a transfer for a student with disabilities, the Individualized Education Program (IEP) team or the Section 504 team and/or the Assistant Superintendent of Special Education will be required to determine if the student can be provided FAPE at the school of choice.

Balancing Elementary Classroom or School Size

1. Should a school or classroom within a school become impacted at any time during the school year, the following procedures will be implemented: Transfer of students shall be based on the last students to register in the affected grade levels and on a case by case basis.
2. In the event the principal finds it impossible to implement the above, the principal will review the situation with the appropriate district administrator to determine other alternatives.
3. Redirection back to the school of residence:
 - a. During the first 10 days of the school year, the student residing within the attendance area of the school shall have priority over students attending the school for the first time on IAPs.
 - b. In the event a school is over-enrolled during the first 10 days of school, students tentatively enrolled on an IAP at the affected grade level shall return to their school of residence.
 - c. In the event the school of residence is overloaded, said students may be re-directed to another school.
 - d. After the first 10 days of school, the students tentatively enrolled on an IAP are considered as residents of that school for that school year.
 - e. Any deviation from this process shall be discussed with and approved by the by the appropriated district administrator.
4. Communications with teachers, parents and students:
 - a. It is the responsibility of the sending principal to contact the Assistant Superintendent of Educational Services, who will locate a school that has space available.
 - b. It is the responsibility of the Assistant Superintendent of Educational Services to notify the sending parent.
5. Transportation Arrangements:
 - a. If a student living within an attendance area is redirected to a school outside the attendance area by the district, the sending principal shall arrange for transportation with the appropriate district administrator.
 - b. Either the transportation department or the sending school will notify the parent/guardian regarding bus arrangements.

Timelines and Contact Information

- Requests for IAP for the 2019-2020 school year will be considered between November 26, 2018 and December 21, 2018 or within a 15 day period after a student moves from one boundary area to another boundary area within the ACUSD. **Late requests will not be accepted without an appeal letter.**
- Efforts will be made to complete this process prior to the start of the school year.
- Questions regarding IAPs may be directed to the office of the Assistant Superintendent of Educational Services at (209) 257-5334.

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
Request for Intra-District Attendance Permit (IAP)

Parent/Guardian:

Students requesting permission to attend a school outside the boundaries of their residence school within the Amador County Unified School District must submit an application for intradistrict transfer. Application must be submitted to the home school.

Please Print

1. STUDENT INFORMATION

Student's Name _____ Parent's Name _____
School attendance area in which student now resides _____
School you wish student to attend _____ Grade Level _____
Special Education Services Received (Resource, Speech, Special Day, APE) _____ Yes _____ No
Reason for Request (parent) _____
Telephone _____ (Work)
Parent Signature _____ (Home)
Mailing Address _____ Physical Address _____
City _____ Zip _____ City _____ Zip _____

2. SENDING PRINCIPAL (HOME SCHOOL PRINCIPAL)

_____ Recommend Approval _____ Recommend Disapproval
COMMENTS: _____
Date: _____ Principal's Signature: _____

3. RECEIVING PRINCIPAL (Not Required During Open Enrollment 11/26/18 - 12/21/18)

_____ Recommend Approval _____ Recommend Disapproval
COMMENTS: _____
Date: _____ Principal's Signature: _____

4. DISTRICT APPROVAL

_____ Approved _____ Disapproved
COMMENTS: _____ Meets district criteria
_____ Approval based on space available
Other: _____
Date: _____ Approved by: _____ Superintendent (Designee)

See reverse for District Policy and Procedures
Principal Submits completed form to the Educational Services Department
217 Rex Avenue, Jackson, California 95642 (209) 257-5334

**INTRA-DISTRICT ATTENDANCE PERMITS MAY BE CONSIDERED
FOR THE FOLLOWING REASONS:**

1. Application may be considered for the following reasons:
 - a. Medical requirements (i.e., proximity to treatment centers, specialized programs for physically impaired, medical transportation accessibility, etc.) A physician's recommendation must be attached to the IAP specifically indicating the medical reason for attendance at a particular school.
 - b. Alternative placement per directive of the ACUSD/ACOE Board of Trustees, courts, and/or state/county juvenile agencies.
 - c. Assigned placement through the special education program offices.
 - d. Sibling attending the school of request.
 - e. Extenuating circumstances, explained in writing, and approved by both principals.
 - f. Special program(s) offered at the school of request which is not offered at the home school.
 - g. Parent/guardian's employment or child care related need at or near the school of request for students in grades TK-6.

2. Parents/guardian with a student who has been a victim of a violent crime on school grounds or who has a student at a "persistently dangerous" school shall provide written notification to the Superintendent/designee and shall rank-order their preferences from among all schools identified by the Superintendent/designee as eligible to receive intradistrict transfer students. The Superintendent/designee may establish a reasonable timeline, not to exceed 10 school days, for the submission of parent/guardian request.

3. Students who previously attended the school of request will be given the same priority as students residing in the attendance area of the school. Effort will be made to accommodate additional family members, although there is not guarantee of this.

Each requesting parent/guardian must realize that the Intra-District approval is contingent upon classroom space available in both regular and special education.

Each requesting parent/guardian must accept the possibility that their child may be required to return to their original school because of enrollment increases. Efforts will be made to keep children in a school for the entire year. If students are required to return, the site administrator will be responsible for determining who must move.

A revocation of transfer will result in a return to the sending school or an alternative placement. Reasons for revocation includes: poor attendance and/or excessive tardies; excessive discipline referrals; suspendable offenses; behavior contract violations; poor academic progress.

Transportation is the responsibility of the parent/guardian.