

Lake Tahoe Unified School District School District

Open Enrollment Request Form

School Year: 20__-20__

The Lake Tahoe Unified School District permits parents to request to transfer their children to any elementary school determined by the District to have space available subject to the conditions stated below.

1st Child _____ Grade _____ 2nd Child _____ Grade _____

3rd Child _____ Grade _____ 4th Child _____ Grade _____

School where you want your child to be enrolled: Bijou Community School Environmental Science Magnet School
 Sierra House Elementary School Tahoe Valley Elementary School

Home School: Bijou Community School Sierra House Elementary School Tahoe Valley Elementary School

Reason for Request:

- | | |
|---|--|
| <input type="checkbox"/> School has been identified on the state's Open Enrollment List | <input type="checkbox"/> Transportation arrangements |
| <input type="checkbox"/> School of residence is a Program Improvement School | <input type="checkbox"/> Childcare arrangements |
| <input type="checkbox"/> School of residence is "Persistently Dangerous" | <input type="checkbox"/> Parent(s)/Guardian(s) work schedules |
| <input type="checkbox"/> Student is a victim of a violent crime while on school grounds | <input type="checkbox"/> Moving into this attendance area soon |
| <input type="checkbox"/> Parent(s)/guardian(s) work primarily at this school | <input type="checkbox"/> Sibling of currently-enrolled student |
| <input type="checkbox"/> Other: | |

If a transfer is granted:

1. I understand that it is my responsibility to provide transportation to and from school. (Except the Lake Tahoe Environmental Science Magnet School and the Two-Way Immersion Program at Bijou Community School).
2. I realize this transfer covers the child(ren) named above and does not imply transfer approval for a sibling in future years, though priority is given to siblings. Space availability and ethnic balance remain determining factors.
3. I understand that, once my child is enrolled at this school, my child may be subject to displacement due to excessive enrollment.
4. I understand that my child may be transferred back to his/her school of residence for any of the following reasons: unsatisfactory attendance, behavior, grades, or citizenship as determined by Board Policy 5116.
5. I understand that this transfer is not approved/denied until signed by the Superintendent or designee.
6. I understand that I do not have to reapply each year for open enrollment.

I have read this form in its entirety.

Parent/Guardian Name (Please Print)

Physical Address

Parent/Guardian Signature

Date

Contact Phone No.

E-Mail

Signature of Principal, School of Choice

Date

Recommended: Yes No

Signature of Superintendent or Designee

Date

Approved Denied

Comments: _____

LAKE TAHOE UNIFIED SCHOOL DISTRICT PROCEDURES FOR OPEN ENROLLMENT TRANSFER

Lake Tahoe Unified School District offers parents the choice of transferring to elementary school outside of the school serving their attendance area on a *space available* basis through the open enrollment process. Current open-enrolled students do not need to reapply. All schools in the Lake Tahoe Unified School District offer a highly academic program designed to meet the needs of each individual child. School principals will be happy to work with parents who are considering a change to help them make the best educational choices for their children.

Parents/guardians may request permission for students to attend school outside the designated attendance area by complying with the following procedures. According to California Education Code, approval of transfers is *not* on a first-come, first-served basis, but is on a lottery basis. Priority for attendance at any school shall be given to pupils residing within its normal boundaries.

- All transfer requests are governed by SPACE AVAILABILITY.
- One open enrollment request form must be completed for each family.
- Students must be enrolled at their home school before an open enrollment can be requested.
- Parents must provide transportation to the selected school (except to the Lake Tahoe Environmental Science Magnet School and the Two-Way Immersion Program at Bijou Community School) and agree to see that the student maintains acceptable standards of behavior and punctuality.
- Applicants who submit requests by the end of April will be notified of approval/denial by the first week in May and must confirm their enrollment within two weeks of receipt of notification. If the application is denied, the reasons for denial shall be stated.
- Applicants who submit requests after May 1st may not be notified until the end of August.
- Students who move into the District any time during the school year may apply for a position in a school outside of their specific attendance boundaries on a space available basis.
- After all children wishing to remain in their home school are placed, a lottery procedure for additional enrollees will be established which takes into account the priority criteria for placement (see below). All children in each priority category will be placed until a category is reached which contains more applicants than there is space available. At that point, a lottery will be held within that category.

Open enrollment applications will be processed according to the following priorities:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment List. (Education Code 48354)
2. Any student enrolled in a district school receiving Title I funds that has been identified for program improvement (PI), corrective action, or restructuring. (20 USC 6316)
3. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous." (20 USC 7912; 5 CCR 11992)
4. Any student who is a victim of a violent crime while on school grounds. (20 USC 7912)
5. Any sibling of a student already in attendance in that school.
6. Any student whose parent/guardian is an employee of the Lake Tahoe Unified School District.
7. Any student not currently enrolled in the district (private/ homeschooled students).

Any complaints regarding this process should be taken to the Superintendent or designee.