

## OPEN ENROLLMENT

Students who reside within district boundaries may apply for Open Enrollment in any district school. The Superintendent or designee shall determine the capacity and grade level configurations of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area, **based on space availability**. Each year the District will establish an Open Enrollment window. Students whose applications are received during that window will be entered into a lottery.

Students applying for Open Enrollment **after** the First Round of Open Enrollment has closed, will be able to participate in the Second Round of Open Enrollment, which will commence after the First Round has been completed. Second Round online Open Enrollment Applications will be accepted March 18, 2019 through May 1, 2019. Parents requesting a change in school after this date will apply through the Intra-District Transfer Request process (BP 5116.1). In accordance with law, no student currently within a school's attendance area shall be displaced by another student. (EC 35160).

### Enrollment Priorities:

Elementary schools receiving requests for admission shall give priority for attendance to:

- a. Siblings of students who are enrolled at the school at the time of open enrollment.
- b. Students currently attending the school through Overload process and who apply for Open Enrollment during designated Open Enrollment windows.
- c. The children of employees who work at the school.
- d. The children of other employees.

\*Elementary students whose school of residence is Don Callejon, Mayne, Hughes, or Montague do not receive sibling priority to Callejon Elementary if their sibling attends Don Callejon Middle School.

Secondary schools receiving requests for admission shall give priority for attendance to:

- a. Siblings of students who are enrolled at the school at the time of Open Enrollment.
- b. The children of employees who work at the school.
- c. The children of other employees.
- d. Siblings of graduates of the school, as long as the family continues to live within the SCUSD boundaries.

**Note:** **Twins** applying to the same school **must be entered separately** and will each receive a lottery number. Also, check the Twin's box and enter the Permanent ID# of the sibling twin.

Once accepted for Open Enrollment, and the parent or guardian has **completed the enrollment process within the specified two-week time period**, a student shall not have to apply for readmission to that school. The school accepting the Open Enrollment, in essence, becomes the student's school of attendance for the duration of the time that the student remains at any grade level housed at that school. Students seeking to return to their neighborhood school must then apply to return under the Open Enrollment policy or through the Intra-District Transfer process. (BP 5116.1).

The student may be subject to displacement, however, due to a failure to maintain satisfactory attendance, conduct or academic achievement. Students with ten (10) unexcused absences will be disenrolled as soon as is practicable and required to return to their neighborhood school. **Students are required to reapply for Open Enrollment when moving from elementary school to middle school and from middle school to high school.**

### Transportation:

The district shall not provide transportation for Open Enrollment students to attend their school of choice.

### Spanish Bilingual Program

Scott Lane and George Mayne Elementary schools offer a Spanish bilingual program that focuses on helping children develop their English language skills while providing support in their home language. Parents interested in having their student participate in this program should apply through Open Enrollment. For further information, call (408) 423-2238.

### ADDITIONAL REQUIREMENTS FOR MILLIKIN BASIC+, PETERSON+ AND WASHINGTON OPEN

In addition to following the Open Enrollment procedures outlined in this flyer, parents wishing to have their student attend **Millikin, Washington Open, or Peterson+** must follow the specific directions that these schools have about attending parent information nights, visiting the school and observing classrooms. Each of these schools has a very different educational philosophy.

Parents of incoming 6<sup>th</sup> grade students wishing to apply through Open Enrollment for placement at Peterson Middle School and wish to apply for the Peterson+ Program, must apply for the program as part of the Open Enrollment process. The names of all students applying for the program will be entered into a fair and random process.

**Please Note:** *Fifth and Eighth grade students* must reapply for Open Enrollment when moving from elementary school to middle school or from middle school to high school if they do not live in the attendance area of their school of choice.

## **OPEN ENROLLMENT PROCEDURES**

### **Permanent Student Identification Number**

The 2019-2020 Open Enrollment process will require that all students register to obtain a **Permanent Student Number** at their school of residence. The following documents are required to register:

- Proof of residency
- Immunization records\*
- Proof of child's age as allowed by law

Parents of students presently enrolled in Santa Clara Unified will need to obtain their child's permanent identification number from the school they currently attend.

The online application system is available 24 hours a day, 7 days a week for your convenience. If you experience difficulty using this online system, please visit our office at 1889 Lawrence Road, Monday through Friday during business hours (8:00 a.m. – 4:30 p.m.) and assistance will be provided.

## **DEFINITIONS**

**School of Residence:** the school your child would attend based on where you live.

**School of Attendance:** the school your child currently attends.

**School of Desired Attendance:** the school you would like your child to attend.

**NOTE:** Students currently attending a school other than their school of residence on an **Intra-District Transfer** must apply through the Open Enrollment process if they wish assurance to remain in attendance for the 2019-2020 school year. Failure to do so may result in the student returning to their school of residence.

TO APPLY FOR OPEN ENROLLMENT VISIT  
OUR WEBSITE

[www.santaclarausd.org](http://www.santaclarausd.org)

9:00 a.m. January 9, 2019 through  
4:30 p.m. February 6, 2019 to apply

OR

by using the district computer located at:

1889 Lawrence Road  
Santa Clara, CA 95051

**PLEASE PRINT OUT YOUR FINAL  
APPLICATION AS VERIFICATION FOR  
YOUR RECORDS.**

**Because of class size limitations and space  
availability issues in many of our schools, it is  
anticipated that we may not be able to honor  
all requests.**

**Families who apply for and accept admittance  
to a Second Round Open Enrollment  
requested school will be removed from the  
wait list for their First Round requested  
school. The acceptance to the Second Round  
school will become the new School of  
attendance.**

**Any questions may be directed to the Student  
Services Department at the District Office at  
(408) 423-2110.**

# SANTA CLARA UNIFIED SCHOOL DISTRICT



## 2019-2020 OPEN ENROLLMENT PROCEDURES

*Kindergarten through Grade 12  
Open Enrollment Window  
January 9, 2019 ~ February 6, 2019*