

SITE OPERATIONS CIRCULAR NO. 1003

Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 29, 2006

To: Principals, Vice Principals, Counselors, and Enrollment Staff

Subject: TRANSFER PROCEDURE FOR MAGNET, VEEP, CHOICE, AND PISC STUDENTS

Department and/or Persons Concerned: Principals, Vice Principals, Magnet Resource Teachers, Counselors, Secretaries, and Enrollment Personnel

Due Date: Immediately and ongoing

Reference: District Procedure Nos. 6127, 6135, 4262, and Board of Education reports: *Implementation Plan of Public School Choice under the No Child Left Behind Act, December 9, 2003*, and *Update on Implementation Plan of Public School Choice under the No Child Left Behind Act, March 23, 2004*.

Action Requested: Adhere to district policy as stated below.

Brief Explanation:

All students who applied to attend a Magnet, VEEP, Choice, or PISC program must apply to transfer from that program on or before the last working day before school starts or they are committed to complete the school year at the school where they are enrolled. Students may not transfer back to their geographic school of residence at the semester or intersession break. Once a student begins attending a school, they are considered a resident of that school.

The transfer request form is a stock item and may be ordered through e-Pro at no cost (Enrollment Options Transfer Request, Form S/P 5597 – English and Form S/P 5598 – Spanish.) These forms have multiple copies for office and parent distribution.

There are two exceptions to this procedure and they will both be automatically approved by the Office of Enrollment Options. The first exception is a student who applied to a Magnet, VEEP, Choice, or PISC program and is invited to enroll during one of the open enrollment time periods (before school starts, the first five days of school or at second semester). The second exception is a request made by a student who moves out of pattern for transportation. It is important to note that the open enrollment time periods are not to be used by schools to send Magnet, VEEP, Choice, or PISC students back to their schools of residence.

Occasionally, a situation arises and a parent's/student's needs cannot be met by the school. A parent may request to return to their geographic school of residence. This request will be denied by central office unless both the sending and receiving school principals agree to the transfer and

this agreement is documented on the transfer request form by their signature. All other out-of-timeline transfer request forms will be denied. Schools should be aware that many sending schools are crowded and will not take students back during the year.

Parents of the students new to a Magnet, VEEP, Choice or PISC school are to be informed of the program policies during the enrollment process and requested to sign the Enrollment Options Programs Policies, (Form S/P 5595 – English and Form S/P 5596 – Spanish). **Please highlight the section that applies to the student (Choice, PISC, VEEP, or Magnet).** Once signed, a copy is provided to the parent and the original is filed with student's enrollment information. The policy states that once a student begins attending a school they are considered a resident of that school. If a parent wishes to transfer their student from a program at the end of the year, the transfer is considered "within timeline." Principals' signatures are not required on the "Enrollment Options Transfer Request Form" if within timeline.

The Magnet, VEEP, Choice, and PISC Transfer Request form is to be used at parent request only. Schools are cautioned not to require parents to complete this form. Schools needing to transfer a student during the school year because of a serious issue must use the School Initiated Transfer Process (SIP) through the Placement and Appeal Office.

Questions concerning this policy should be directed to the Office of Enrollment Options at (619) 725-7153.

Kyo Yamashiro	Sandra Robles
Director	Manager
Office of School Choice	Office of Enrollment Options

APPROVED:



Geno Flores
Deputy Superintendent

SR:rl

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