



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6125

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CATEGORY: Student, Admission/Withdrawal

EFFECTIVE: 1-29-62

SUBJECT: Interdistrict Attendance Agreements

REVISED: 1-20-04

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the transfer of students under contractual agreements between San Diego Unified School District and other school districts.
2. **Related Procedure:**
Interdistrict attendance permits 6126

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: H-1500, H-1501, H-2200; Education Code Sections 46600 *et seq.*
2. **Board Policy.** Students residing in other districts may not be admitted to San Diego Unified School District unless an interdistrict agreement has been approved between the district of residence and San Diego Unified School District. San Diego Unified School District shall approve interdistrict attendance agreements without regard to race, religion, creed, color, marital status, sex, sexual orientation, national or ethnic code, age or disability, or scholastic achievement. The district shall consider the effect of an interdistrict attendance agreement upon the district's integration program. The net transfer of students in and out of the district in any fiscal year may not exceed one percent of the average daily attendance of the district.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Enrollment Options Office, Office of the Superintendent.
2. **Definition. Interdistrict attendance agreement:** An agreement between San Diego Unified School District and any other district in San Diego County that permits students who are residents of one district to attend school in another district.
3. **Regulations.** Students residing in other school districts of the county who wish to attend San Diego Unified School District while residing in other districts may be enrolled in San Diego Unified School District provided:
 - a. **A definite interdistrict agreement** has been arranged between the district of residence and San Diego Unified School District.

- b. **A parent's/guardian's request for interdistrict attendance permit** has been completed and the attendance permit has been approved (Procedure 6126).
4. **Education Code requires that attendance** of each student be credited to the district of attendance for apportionment purposes and allows the district of residence to pay to the district of attendance an amount not exceeding the revenue limit per A.D.A. of the district of attendance (Education Code Section 46607).
5. **Special Education Programs Exception.** Agreements with neighboring districts for special education programs require an individual agreement for each student to be enrolled in a special education program. Attendance of students so enrolled shall be credited to the district of attendance for apportionment purposes; the district of residence shall pay to the district of attendance excess costs and/or transfer to the district of attendance an Instructional Personnel Service Unit.

D. IMPLEMENTATION

1. **Enrollment Options Manager** negotiates interdistrict agreements; forwards agreements through channels for approval by Board of Education.
2. **Board of Education approves agreements;** Chief of Staff signs them; secretary of the board returns signed copies to the Enrollment Options Manager for transmittal to other districts for approval.
3. **Enrollment Options Manager** sends two copies of agreements to other districts for approval; one approved copy is returned to the Enrollment Option Manager for district files.

E. FORMS AND AUXILIARY REFERENCES

1. Interdistrict Attendance Agreement, available from the Enrollment Options Office

F. REPORTS AND RECORDS

G. APPROVED BY

Kerry B. Flanagan

Deputy Chief of Staff, Kerry B. Flanagan
For the Superintendent of Public Education