

STUDENTS

ADMISSION AND ATTENDANCE

ATTENDANCE

SCHOOL ATTENDANCE

Parents/guardians of each school age child who is a district resident may request the school the child shall attend, regardless of the location of his or her residence within the District, except that the District retains the authority to maintain appropriate racial and ethnic balances between schools at the District's discretion, or to comply with any applicable discrimination plans. The procedure for such public school choice (Intra-district transfers) shall be as follows:

- A. The first priority for enrollment at each school shall be given to students who reside within the boundaries established for that school. No pupil who currently resides in the attendance area of a school shall be displaced by pupils transferring from outside the school attendance area.
- B. Contingent upon space availability, students who meet the residency requirements for admission into the Corona-Norco Unified School District may attend any school within the District boundaries appropriate for their grade level.
- C. Such public school choice shall be considered a voluntary transfer on the part of the parent and shall be initiated by the parent upon completion of an intra-district transfer form.
- D. Transportation for all school choice, voluntary transfers shall be the responsibility of the parent.
- E. Once approved, such a transfer shall remain in effect until the student matriculates, the student no longer meets residency requirements, the parent chooses to enroll the student in a different school within the District boundaries, or for programmatic reasons such as IEP requirements or behavioral adjustment.
- F. Prior to the start of any upcoming school year, students shall be permitted to request enrollment in any District school of choice during "Open Enrollment Periods." Transfer requests received after the open enrollment period will be considered after June 1st based on anticipated available space for year-round schools, and after August 1st based on anticipated available space for traditional schools.

- G. Parents of students in grades 9-12 shall assume full responsibility for the effect any transfer has upon California Interscholastic Federation eligibility, and it is the responsibility of the parent to address this issue prior to any public school choice transfer request.
- H. For the purposes of this section, prior to the "Open Enrollment Period" "school capacity" shall be determined each year with schools to be closed to transfer identified.
- I. Intra-district transfers may be approved only when all of the following conditions exist:
 - 1. The school requested has not been closed to transfers;
 - 2. The transfer will not exceed capacity at the school, utilizing 95% of the actual capacity, based on the higher of District projections for the upcoming or following year.

When the number of requests received during the "Open Enrollment" period exceeds the District projected space available at a school site or grade level, requests shall be granted in a random, unbiased manner, and shall not be based upon an evaluation of the pupils' athletic or academic performance.

- J. The parent of a child whose transfer request was denied may request a review of the transfer decision by the Student Services Division. Only in the event of clerical error may a decision to deny a transfer be reversed. No other appeal process shall be granted to the parent or student.
- K. Notwithstanding the requirement that request for intra-district transfers in excess of the projected available space be granted in a random, unbiased manner, schools shall give priority for attendance to siblings of children already in attendance in that school. As used in this section, "siblings" is defined as brother(s) or sister(s) (living in the same household) of a student already in attendance at the requested school, who will be in attendance for the school year for which the transfer is requested.
- L. The notice regularly sent to parents at the beginning of the school term shall notify parents of current statutory attendance options and local attendance options available within the District, shall state options for meeting residency requirements for school attendance, programmatic options offered within local attendance areas, and special programmatic options available on both an inter and intra-district basis. The notice will include a description of options, of the procedure for application, and application form, and a description of any available appeals process for review of a denial of a request.
- M. Intra-district transfers may be revoked with the student returned to their neighborhood school of residence, when school staff document that the student has:

1. Been classified as a habitual truant and has had at least one subsequent full day truancy or tardy in excess of 30 minutes without a valid excuse.
2. Repeatedly violated any provisions of Education Code 48900 through 48900.7, and other means of correction have failed to bring about an improvement in behavior.
3. Provided false information on their transfer request or documents.

Legal References: Education Codes 35160, 35160.5, 41375, 41376, 46600, 48204, 48980
California Code of Regulations Title 22

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