

INTRADISTRICT OPEN ENROLLMENT

The Governing Board desires to provide options and meet the diverse needs, potential, and interests of district students. Students who reside within district boundaries may apply for enrollment to the school of their choice under the district's open enrollment policy if the requested school has not reached capacity and if the district's racial and ethnic balance is maintained. Applications for enrollment in a school of choice will be determined by lot from an eligible applicant pool. Late applications will be kept on file in the order they are received and a waiting list will be established for consideration if further openings exist.

If open enrollment requests exceed capacity, students may select second and third choice options. Students with approved Intradistrict Transfer requests are expected to attend the selected school of choice for the duration of the normal academic school year. Applicants who receive approval must contact the registrar of the "approved" school within two weeks to confirm enrollment.

School bus transportation outside of the student's residence attendance area is not provided.

Requests for Intradistrict open enrollment transfers may be submitted to the principal of any district school or forwarded to the Executive Director of Pupil Services at the District Office, 710 Encinitas Blvd., Encinitas, CA 92024. All applicants will be informed by mail as to whether their application has been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.

Students who transfer from one school to another within the district shall be eligible for all athletic competition except varsity level competition in sports in which the student has competed in any level of interscholastic competition during the twelve calendar months preceding the date of such transfer.

Date of Request: _____	Request for School Year _____	Grade Level _____
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**Student Name:** \_\_\_\_\_  
Last First Current School Current Grade Level

**Student's Current Address:** \_\_\_\_\_  
Street City and Zip Code Telephone

His/Her School Attendance Area of Residence: \_\_\_\_\_

**School Attendance Area Requested:** \_\_\_\_\_

Reason: \_\_\_\_\_

Interscholastic sports in which student has participated during the past twelve months: \_\_\_\_\_

\_\_\_\_ In Special Education: \_\_\_\_\_ (Please Attach a Copy of the IEP)  
Programs in which student is currently enrolled

\_\_\_\_ On a 504 Plan: \_\_\_\_\_ (Please Attach a Copy of the 504 Plan)  
Programs in which student is currently enrolled

Parent/Guardian Name: \_\_\_\_\_ Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Please Note Parent / Guardian

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ District Comments: \_\_\_\_\_

**Executive Director of Pupil Services / Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature