

INTERDISTRICT ATTENDANCE

Students: Interdistrict Attendance

Although students generally must attend school in the district where their residency has been established, the Governing Board recognizes justifiable reasons for occasional interdistrict transfers.

The district Superintendent shall be authorized to execute interdistrict attendance agreements with any other public school district.

Upon request, the Board may accept students from another district and may also allow students who live within the district to attend out-of-district schools. Interdistrict attendance may be approved for reasons such as the following:

Attendance of Menlo Park City School District Residents to Other Districts

District residents may attend school in other districts according to one of the following two organizations:

1. Tinsley Voluntary Transfer Program: The court ordered voluntary desegregation plan is available to resident students in accordance with the rules and regulations of the court-ordered mandate.
2. Interdistrict Transfer: This voluntary transfer of enrollment must be authorized by both the Menlo Park City District and the district of desired attendance.

The Menlo Park City School District does not grant interdistrict transfers to district residents as a matter of routine practice. Exceptions may be made for the following reasons:

1. Allen Bill (employment-related) transfers: This applies when a parent/guardian has his/her primary place of employment outside the boundaries of the school district (e.g., a resident who teaches in another school district and wishes to enroll his/her child(ren) in the school where she/he teaches). Primary place of employment is defined as the employee's business address. Employment is defined as working 40 or more hours per week.
2. Child Care: This enables parents to ensure child care needs of the student (Education Code 46601.5)
3. Special Mental/Physical Health/Educational Needs: This allows for special mental, physical health as certified by a physician, or educational needs, as certificated by a school psychologist, or other appropriate school personnel.

INTERDISTRICT ATTENDANCE (continued)

4. Siblings: This allows for a student to attend with brother(s) or sister(s) attending school in a different district, thus avoiding splitting the family's attendance.
5. To allow student to remain with a class graduating that year from an elementary or middle school.
6. To provide a major change in school environment for reasons of personal and social adjustment, on a trial basis.
7. When the parent/guardian provides written evidence that the family will be moving to the receiving district in the immediate future and would like the student to start the year in that district.

Attendance of Non-resident Students in the Menlo Park City School District

General Condition:

1. Tinsley transfers according to the court order, are automatically approved.
2. No other interdistrict transfer requests will be approved except for:
 - a. Extreme hardship or health reasons
 - b. Children of employees (0.5 FTE) of the Menlo Park City School District
 - c. For students when the parents/guardian have moved out of the district during the school year if the parents have formally notified the district of their address change no later than the date of the move. Children of parents/guardians who fail to notify the district as required will be excluded from the district at the end of the quarter. (The Superintendent may consider, as a mitigating factor in a mid-year exclusion, the age of the child.) Parents/guardians who fail to comply with this section will forfeit all future opportunities to apply for an interdistrict transfer.
3. A student found to be a non-resident without prior approval will be excluded at the end of the week.
4. All interdistrict transfer agreements must be renewed yearly and are subject to space available each year. It is recommended that the district maintain, as a guideline, a 5% reserve of space, based on current staffing ratio, at each K-5 school and a 3% at the middle school for students who may move into the schools' attendance areas during the year. In addition, another major criteria to be considered is the impact on the enrollment in the future at the middle school.

INTERDISTRICT ATTENDANCE (continued)

5. Interdistrict transfer agreements may be revoked for cause at any time.

The Process

1. Parents/guardian apply to their district of residence for an interdistrict attendance transfer.
2. If the interdistrict transfer application is accepted and approved by the district of residence, it will be forwarded to the receiving district for approval or denial.
3. The district of attendance will claim ADA for revenue purposes.
4. Reimbursement for special educational will be considered by the district on an individual basis.
5. Parents/guardians accept full responsibility for transporting their children to and from school.
6. Students granted an interdistrict transfer must maintain satisfactory attendance, scholastic effort and behavior. Failure to do so may cause the agreement to be revoked.
7. Interdistrict transfer attendance agreements are for one year only. They must be renewed each year by the parents/guardians.
8. Short-term Agreements: agreements for resident and non-resident students may be made by the Superintendent during the time an interdistrict attendance request is being processed if it is the Superintendent's judgment that the request will be sustained at some stage of the process. The duration of these agreements will not exceed the length of time specified in the Education Code.
9. The decision to approve any interdistrict agreement requests may be delayed until after the first week of school when actual enrollment is known.

Administration

1. The district Superintendent will administer the granting of interdistrict agreements in accordance with the law and with the policies of the Menlo Park City School District.
2. The Superintendent shall execute an agreement on behalf of the district with the district in which the student lives. The agreement shall stipulate the terms upon

INTERDISTRICT ATTENDANCE (continued)

which the interdistrict agreement shall be permitted. The terms of the agreement shall require that transfer of the ADA as determined in the manner provided by Education Code 46600-46618.

3. The parent/guardian of the student who is denied an interdistrict transfer shall receive timely notice, in accordance with law, regarding the process for appeal to the County Board of Education. This notice shall be provided by the district denying the request, or, in the absence of an agreement between the districts, by the district of residence.

Legal Reference:

EDUCATION CODE

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48209-48209.17 Student attendance alternatives

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Admission of persons including nonresidents to attendance area; workers' compensation for pupils

Policy
adopted: July 1, 1959
revised: August 11, 1997
revised: October 17, 2002

MENLO PARK CITY SCHOOL DISTRICT
Atherton, California

**SIDE LETTER TO BOARD POLICIES
RE: ALLEN BILL & INTERDISTRICT TRANSFERS**

Due to the district's limited physical facilities and increasing enrollment, in June 1993 the Board of Education reviewed and revised district interdistrict and Allen Bill (employment related) transfer policies. As a result, beginning in September of 1993 the district placed a moratorium on new Allen Bill transfers and granted only a limited number of new interdistricts, with the stipulation that new interdistrict transfers were: 1) for one year only and then must be renewed through the district of residence and reviewed and approved by the district of attendance; and 2) beginning in 1993/94 new transfer students were allowed to attend school up to and including 5th grade only due to the facility needs/concerns at our middle school 6-8 grade. No interdistrict transfer requests have been granted at the middle school level for the last couple of years due to enrollment/facility needs.

- In 1994-95 the Board made the difficult decision that no new interdistrict transfers be accepted except in extreme hardship/health circumstances.
- At the March 21, 1995 Board of Education meeting, and again at the April 16, 1996 Board meeting, the trustees reaffirmed this decision.
- For the 1997/98 school year, at the August 11, 1997 meeting, the Board reviewed the policy and also voted to include in every child's information packet a notice about district residency policy and interdistrict transfers.
- In the spring of 1998 the Board did its annual review and reaffirmed the moratorium on all Allen Bill (employment related) and new interdistrict transfers.
- At the September 16, 1999 Board of Education meeting, the Board reviewed and reaffirmed the moratorium on all interdistrict transfer for the 1999/00 year and beyond.