

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Superintendent

DISTRIBUTION: All K-12 Schools and Offices

ROUTING
Administrators
Principals

SUBJECT: BULLETIN NO. 25
TRANSFERS TO NONPUBLIC SCHOOLS

DATE: February 18, 1997

DIVISION: Student Health and Human Services

APPROVED: RUBEN ZACARIAS, Deputy Superintendent

For further information, please call Agnes Moss, Counselor, Pupil Services and Attendance, at (213) 625-4181.

This bulletin replaces Division of Educational Support Services, Bulletin No. 25, dated February 1, 1982, and reflects changes in District policies, forms, and procedures.

I. PROVISIONS OF CALIFORNIA EDUCATION CODE PERTINENT TO NONPUBLIC SCHOOL ATTENDANCE

Education Code Sections 48222 and 48415 provide that a child attending a private school is in compliance with compulsory education laws only if the private school has filed a Private School Affidavit with the Superintendent of Public Instruction.

II. IDENTIFICATION OF NONPUBLIC SCHOOLS IN THE STATE OF CALIFORNIA COMPLYING WITH PROVISIONS OF THE STATE EDUCATION CODE

In response to telephone inquiries from District personnel, the staff in Pupil Services and Attendance will identify those schools which have complied with state regulations requiring the filing of the Private School Affidavit. For telephone inquiries, please call (213) 625-4181.

III. PROCEDURES FOR PROCESSING REQUESTS FOR TRANSFERS TO NONPUBLIC SCHOOLS

A. When a transfer is requested to any nonpublic school located in California:

1. A Pupil Accounting Report (PAR) (Form 34-EH-64) is completed and issued to the student or parent. In Section 4 of the PAR, write in "Private School" under item 23.

2. An official transfer is authorized to a nonpublic school which is identified as a registered school through telephone clearance with Pupil Services and Attendance.
 - a. A Pupil Accounting Report (PAR) is completed and distributed according to Administrative Regulation 2054-2, under Board Rule 2054, and instructions on the PAR form.
 - b. Pupil records are processed in accordance with Administrative Regulation 2054-2, under Board Rule 2054.
3. An official transfer shall not be authorized to a private school which is not identified as a registered private school through telephone clearance with Pupil Services and Attendance.

A referral to the Pupil Services and Attendance Counselor serving the school or cluster should be initiated when a transfer has not been authorized and the pupil requesting such transfer discontinues attending the public school of enrollment.

- B. When a transfer is requested to a nonpublic school outside of California, Administrative Regulation 2054-2 under Board Rule 2054 is followed.

IV. "NON-ENROLLEES" ATTENDING NONPUBLIC SCHOOL

When a "non-enrollee" has been verified by the Pupil Services and Attendance Counselor,

- A. to be enrolled in a registered private school, the pupil records are processed in accordance with Administrative Regulation 2054-2.
- B. to be enrolled in a private school not registered in compliance with the Education Code, the pupil records shall not be forwarded. Follow-up service will be provided by the Pupil Services and Attendance Office.

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