



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
BULLETIN**

**TITLE:** Open Enrollment Transfers for Elementary and Secondary Students

**NUMBER:** BUL-2197

**ISSUER:** Esther Wong, Assistant Superintendent  
Planning, Assessment and Research

**DATE:** January 30, 2006

**GUIDELINES:** The following guidelines apply.

**ROUTING**

- Local District Superintendents
- Local District Directors of Instruction
- Local District School Support Directors
- Principals
- School Administrative Assistants

This bulletin replaces School Management Services, Bulletin No. 1567 of the same subject, dated February 14, 2005.

**I. BACKGROUND**

On July 22, 1993, Governor Wilson signed into law a bill intended to increase parental choice options within California's public schools. Assembly Bill 1114 mandates public school choice within a school district (intradistrict choice). Only families residing within the boundaries of Los Angeles Unified School District may participate in this choice option. It required school districts to enact its provisions for the 1994-95 school year and thereafter, and to adopt an Open Enrollment Transfer procedure as a condition for receipt of apportionments from the State School Fund.

The regular school kindergarten-12th grade Open Enrollment Transfer procedure is another choice provided to parents in addition to the following existing options:

1. Magnet Schools/Centers
2. Permits with Transportation (PWT)
3. Child Care and Work Related Permits
4. Continuing Enrollment Permits
5. Interdistrict Permits
6. Medical Permits
7. Residence Permits
8. Sibling Permits

Procedures and guidelines for these programs are detailed in separate bulletins.

**II. GUIDELINES FOR OPEN ENROLLMENT TRANSFERS**

**A. Resident Students**

No kindergarten-12th grade student who currently resides in the



## LOS ANGELES UNIFIED SCHOOL DISTRICT BULLETIN

---

attendance area of a regular school shall be displaced from that school by open enrollment transferred pupils.

### B. Guidelines for Identifying Classroom Space for Open Enrollment Transfers

1. At the Enrollment Roadshow, classroom space is identified for resident and special education students, continuing permit students, traveling students, and projected resident growth. Remaining space may be utilized for open enrollment transfers and will be identified by the principal during the Enrollment Roadshow in the spring.
2. A Reference Guide from Planning, Assessment and Research, *Open Enrollment Transfers Timeline for K-12 Students for 2006-07*, issued in May, will identify available space at schools for open enrollment purposes.

### C. Integration Guidelines

1. The school principal has the responsibility of monitoring the school's integration ratio on an ongoing basis. Principals are encouraged to enhance the integration status of their schools through choice and option programs.
2. Schools that are integrated, based on the current year's Ethnic Survey Report, may accept any child as long as space is available, as identified in the current reference guide; the school maintains its integration status; and its Other White (OW) percentage does not exceed 60 percent (or, where indicated, 70 percent) of the total school population.
3. Predominantly Hispanic, Black, Asian, and Other Non-Anglo (PHBAO) schools that have an OW percentage within the 25-29.9 percent range must maintain their OW percentage within available space as indicated in the current reference guide.
4. PHBAO schools that have an OW percentage within the 0-24.9 percent range are not restricted by any integration guidelines that would prevent the parental choice process from being implemented, as long as the school has classroom space available as identified in the current reference guide.



## LOS ANGELES UNIFIED SCHOOL DISTRICT BULLETIN

---

### D. Transportation Guidelines

Open Enrollment Transfers do not carry transportation privileges

### E. Matriculation Guidelines

1. Once an Open Enrollment Transfer is granted, it is valid through the final grade offered by the school. The transfer cannot be canceled by the school. Annual renewal is not required. If a parent/guardian cancels an open enrollment transfer, the student must return to the school of residence. The parent/guardian will be able to complete a new open enrollment application the following spring for the next school year.
2. Siblings of open enrollment students shall be issued an Open Enrollment Transfer in order to keep the family together. Principals are reminded that, depending on the number of siblings, the amount of available space at a school could be significantly decreased. Siblings who are new open enrollment enrollees increase the authorized number of open enrollment transfers by one for each sibling accommodated.
3. When a student matriculates to the next school level (i.e. middle school or senior high), a new Open Enrollment Transfer application must be made. In order to assist schools at the next school level and reduce their number of "no-shows" each year, feeder schools should keep copies of signed applications or a log of open enrollment applicants (see Sample Attachment D) who are matriculating as open enrollment transfer students to the next school level. Once the Open Enrollment application deadline date has passed, feeder schools can forward copies of signed applications or the log to the appropriate school.
4. When an Open Enrollment Transfer student is ready to matriculate to the next school level, a new application must be submitted to the school of choice. Due to limited space at many District schools, matriculation through the open enrollment process to the next school is not guaranteed and applications will be combined with all other applications. If the total number of applicants exceeds the number of available spaces, a drawing shall take place.



**F. Special Education Guidelines**

Upon receipt of an application in which the parent/guardian had indicated the need for special education, such as the Resource Specialist Program (RSP) or a Special Day Class (SDC), the school of choice shall:

1. Speak with the parent/guardian and determine if the school has an appropriate program for the 2006-07 school year and space in that program.

- a. If an appropriate program can be provided:

Clock in the application and follow the same procedures as you would for any Open Enrollment Application. If the student is selected in the regular district process, notify your Special Education Service Unit of the student's selection and the student's name will be added to the appropriate class list for the 2006-07 school year.

- b. If an appropriate program with space is not available at your site:

Refer the parent to the Special Education Service Unit contacts listed below. Direct the parent to ask if there are any open enrollment seats at schools where there is an appropriate program for the student. It is the parent's responsibility to file the Open Enrollment Application at the school the parent selects.

<u>Local District</u>	<u>Coordinator</u>	<u>Telephone Number</u>
1 and 2		
Elementary	Daine Goldstein	818.256.2800
Secondary	Sharyn Miller	818.256.2800
3 and 7		
Elementary	Diane Kloosterman	323.421.2950
Secondary	Bette Medina	323.421.2950
4 and 5		
Elementary	Judy Moe	323.932.2155
Secondary	Janet Montoya	323.932.2155
6 and 8		
Elementary	Sharon Jarrett	310.354.3431
Secondary	Bette Medina (Interim)	310.354.3431



## LOS ANGELES UNIFIED SCHOOL DISTRICT BULLETIN

---

### G. Athletic Eligibility Guidelines

All transfer applications for senior high school students, grades 9 through 12, are subject to limitations of the California Interscholastic Federation (CIF) "Rules and Regulations Governing Interscholastic Athletics." High school students in interscholastic athletics who apply for open enrollment should complete an "Athletic Certification for Open Enrollment Transfer" form at the same time. Questions regarding student interscholastic athletic eligibility should be referred to Barbara Fiege, Director, Interscholastic Athletics at (213) 745-1980.

### H. Opportunity Transfer Guidelines

Opportunity transfer students may apply for open enrollment as long as the receiving school administrator can confirm on the Pupil Accounting Report (PAR) that the conditions for return to the home school have been met. If the conditions have been met, the student takes the PAR to the home school for its information and records. The student or parent/guardian then initiates the Open Enrollment Application process by requesting that the home school administrator sign the application. The student or parent/guardian then applies to the school of choice. If the conditions have not been met, the opportunity transfer student may not apply for open enrollment.

## III. OPEN ENROLLMENT TRANSFER PROCEDURES

- A. A transfer application will be provided to all parents/guardians who request one from any Los Angeles Unified School District school.
- B. The application must be completed and signed by the parent/guardian and the principal or administrative designee of the school of attendance for information purposes only, and submitted to the school of choice. A Reference Guide issued in May from Planning, Assessment and Research, *Open Enrollment Transfers Timeline for K-12 Students for 2006-07*, will give specific dates for applications and drawings.
- C. Once the open enrollment deadline date has passed, no applications will be accepted until the following year.
- D. If the number of applicants does not exceed the number of available spaces, and integration guidelines are met, all applicants will be accepted until the designated available space is exhausted or the deadline date occurs, whichever occurs first.



## LOS ANGELES UNIFIED SCHOOL DISTRICT BULLETIN

---

- E. If the number of applicants exceeds the number of available spaces, a random, unbiased drawing shall be used.
1. On the designated drawing date, a committee of three persons shall select names from a box by drawing until all applications have been drawn.
  2. The principal shall be responsible for supervising drawing procedures and shall select the committee, comprised of one certificated staff member, one classified staff member, and one parent of a student currently enrolled or a community member.
  3. The school administrative assistant shall record the names in the order drawn.
  4. Applicants' parents/guardians shall be informed that they may attend the drawing and shall be notified as to the time and place.
  5. Open Enrollment Transfers shall be issued to eligible students in the order in which their names are drawn, consistent with all restrictions of this section, until the authorized number of open enrollment transfers has been reached.
  6. In all drawings, when one sibling's name is drawn and accepted, other siblings shall also be issued open enrollment transfers to that same school. The authorized number of Open Enrollment Transfers is to be increased by one for each sibling accommodated.
  7. After the authorized number of Open Enrollment Transfers has been reached, the remaining names shall be drawn and placed on a waiting list in the order drawn.
  8. The list of all names drawn shall be certified by signatures of the committee members and posted for public view.
  9. Open Enrollment Transfers shall be issued to those on the waiting list only to replace those original applicants who have either withdrawn their applications or who have not enrolled by the end of the first week of the assigned track of the new school year.
  10. Parents/guardians of students selected by the drawing shall be notified of their acceptance by mail prior to the end of the current school year. Parents/guardians of all other



## LOS ANGELES UNIFIED SCHOOL DISTRICT BULLETIN

---

applicants shall be notified by mail of their positions on the waiting list and subsequently notified promptly if their children become eligible for open enrollment transfers.

- F. For students newly arriving in the residence area of a Satellite Zone (SAT) or Capacity Adjustment Program (CAP) school, the usual time constraints for open enrollment applications do not apply. The school is to inform students and parents regarding all options and assist in determining where space is available in another school. Parents shall be responsible for student transportation.

#### IV. APPEALS

Denial of an Open Enrollment Application is final and not subject to appeal.

#### V. RESPONSIBILITY FOR PUBLICITY

- A. A Reference Guide from Planning, Assessment and Research, *Open Enrollment Transfers Timeline for K-12 Students for 2006-07*, will be distributed to all schools and offices in the District by May of each school year.
- B. All school principals will provide District and school information concerning open enrollment transfers to students, parents, and the community. Copies of all publicity materials concerning open enrollment applications should be retained in the files at each school.
- C. News releases concerning open enrollment policies and procedures will be disseminated by the Public Information Office prior to the open enrollment application period. Specific questions concerning open enrollment policies and procedures should be directed to the school principal or Dan Harrison in School Management Services at (213) 241-6414.

#### VI. REPORTING OPEN ENROLLMENT TRANSFER ACTIVITY

- A. Once an Open Enrollment Transfer application has been approved, the school of choice must notify the applicant by an approval letter with a copy sent to the school of attendance. The school of attendance, upon request from the parent/guardian of the open enrollment applicant, will release the student and issue a Pupil Accounting Report (PAR). The open enrollment applicant must take the PAR to the new school of choice to enroll.



## LOS ANGELES UNIFIED SCHOOL DISTRICT BULLETIN

---

B. Open Enrollment Transfer information shall be entered by the new school of choice into Elementary Student Information Services (SIS) (Screen 13: fields 81, 86, and 96) and Secondary SIS (ID01: field 150) when the student enrolls.

C. In October of each year, all schools will complete an Annual Student Open Enrollment Transfer Tally Report for School Management Services as required by the terms of Assembly Bill 1114 (1993).

### VII. APPLICATION FORM

A sample Open Enrollment Transfer application form is included as Attachment A. Application forms are available online in May. Schools will receive a limited number of applications at Roadshow.

### VIII. SAMPLE LETTERS

A sample notification letter of approval (Attachment B) and a sample waiting-list letter (Attachment C) are included.

### IX. SAMPLE LOG OF OPEN ENROLLMENT APPLICATIONS

A sample log of open enrollment applications is included as Attachment D.

### X. REFERENCE GUIDE

A Reference Guide from Planning, Assessment and Research titled *Open Enrollment Transfers Timeline for K-12 Students for 2006-07*, will be updated and reissued annually for the next school year.

# # #

**RELATED RESOURCES:** Reference Guide from Planning, Assessment and Research, *Open Enrollment Transfers Timeline for K-12 Students for 2006-07* issued in February and updated in May with a list of participating schools.

**ASSISTANCE:** For assistance, call Dan Harrison, Administrative Coordinator, School Management Services, at (213) 241-6414.

LOS ANGELES UNIFIED SCHOOL DISTRICT  
 Planning, Assessment and Research

ATTACHMENT A

**OPEN ENROLLMENT TRANSFER APPLICATION**  
 Please **PRINT** in **INK** and fill out completely. Completed applications should be submitted  
 to the School of Choice between **May 1 and May 26, 2006**

<b>School of Choice</b> (School to which student wants to transfer)		
Student's Last Name	First Name	Initial
Birthdate ____/____/____ <small>month day year</small>	Student's Ethnicity (check one) <input type="checkbox"/> 1. American Indian/Alaskan Native <input type="checkbox"/> 2. Asian <input type="checkbox"/> 3. Black, not Hispanic <input type="checkbox"/> 4. Hispanic <input type="checkbox"/> 5. White, not Hispanic <input type="checkbox"/> 6. Filipino <input type="checkbox"/> 7. Pacific Islander	Student's Grade Next School Year
School student is now attending	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	
Is the student currently receiving Resource Specialist Program services? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the student currently enrolled in a special day class? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the student have a sibling attending the School of Choice? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Sibling's Name	_____ <small>First Name</small>	_____ <small>Initial</small>
Parent / Guardian's Last Name	First Name	Initial
Address - Number and street	Apt.	
City	Zip Code	
Home Phone	Work or Emergency Phone	
_____ <small>Area Code</small>	_____ <small>Area Code</small>	_____ <small>Extension</small>
<b>NOTES:</b> <ul style="list-style-type: none"> <li>Under current California Interscholastic Federation (CIF) rules, participation in athletics may be restricted.</li> <li>Parents or guardians should plan to provide their own transportation for open enrollment transfer students.</li> <li>Matriculation as an open enrollment student to the next school level is not guaranteed.</li> </ul>		
Signature of Parent/Guardian		Date
<small>The processing of this application is dependent upon accurate and complete information.</small>		
Signature of Administrator (or designee) of school of attendance. (Current LAUSD students only)		Date
<small>Signature acknowledges requests to transfer.</small>		
Signature of Administrator (or designee) of school of choice.		Date
<small>Signature acknowledges receipt of application.</small>		
<b>FOR OFFICE USE ONLY</b>		
Application approved: _____ Application denied: _____ Waiting list number: _____		
By: _____		

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES  
Planeamiento, Asesoría e Investigación

ANEXO A

**SOLICITUD DE TRANSFERENCIA PARA LA INSCRIPCIÓN ABIERTA**

Por favor llene todo con **LETRA DE MOLDE** y **TINTA**. Las solicitudes completas deben presentarse a la escuela de su elección entre el **1º y el 26 de mayo de 2006**

<b>Escuela de elección</b> (Escuela a la cual desea transferir al estudiante)		
Apellido del (de la) estudiante _____		
Nombre _____		Inicial _____
Fecha de nacimiento mes _____ día _____ año _____	Origen étnico (marque uno) <input type="checkbox"/> 1. Indio americano/Nativo de Alaska <input type="checkbox"/> 2. Asiático <input type="checkbox"/> 3. Negro, no hispano <input type="checkbox"/> 4. Hispano	Grado del estudiante en el siguiente año escolar _____
Escuela a la que ahora asiste: _____	<input type="checkbox"/> 5. Blanco, no hispano <input type="checkbox"/> 6. Filipino <input type="checkbox"/> 7. Isla del Pacífico	Sexo <input type="checkbox"/> Masculino <input type="checkbox"/> Femenino
¿El estudiante está recibiendo servicios ahora del Programa de Maestros Especialistas? <input type="checkbox"/> Sí <input type="checkbox"/> No		
¿Está inscrito actualmente el estudiante en clases diurnas especiales? <input type="checkbox"/> Sí <input type="checkbox"/> No		
¿El (la) estudiante tiene un(a) hermano(a) que asista a la escuela de elección? <input type="checkbox"/> Sí <input type="checkbox"/> No		
Nombre y apellido del (de la) hermano(a) _____		Grado _____
Apellido del padre, madre o tutor _____		Inicial _____
Dirección - Número y calle _____		
Ciudad _____		Código postal _____
Teléfono del hogar _____		Teléfono del trabajo o de emergencia _____
Código de Área _____	Código de Área _____	Extensión _____
<b>NOTAS:</b> <ul style="list-style-type: none"> <li>Según las actuales reglas de la Federación Interescolástica de California (CIF), se puede restringir su participación en atletismo.</li> <li>Los padres de familia o tutores deberían hacer planes para transportar a sus hijos que se transfieren a otra escuela mediante la inscripción abierta.</li> <li>No se garantiza la matrícula como estudiante de inscripción abierta al siguiente nivel escolar.</li> </ul>		
Firma del padre, madre o tutor _____		Fecha _____
Esta solicitud sólo se procesará si está completa y contiene la información correcta.		
Firma del administrador (o persona designada) de la escuela a la que asiste. (Sólo para los estudiantes actuales del LAUSD) La firma confirma el recibo de la solicitud de transferencia.		Fecha _____
Firma del administrador (o persona designada) de la escuela de selección. La firma confirma el recibo de la solicitud.		Fecha _____
<b>SÓLO PARA USO OFICIAL</b>		
Application approved: _____ Application denied: _____ Waiting list number: _____		
By: _____		

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Planning, Assessment and Research

ATTACHMENT B

**SCHOOL LETTERHEAD**

SAMPLE NOTIFICATION LETTER

Dear Parent or Guardian:

I am pleased to inform you that your 2006-07 Open Enrollment Transfer Application for your child (name of student), (date of birth) has been approved to attend (name of school) School.

Please take this letter to your current school of attendance and request an official Pupil Accounting Report (PAR). This will officially release your child from that school. When you enroll your child at our school it is important that you bring the PAR form with you.

We are looking forward to seeing you at our school. If your plans change and your child will not be coming to our school, please let us know as soon as possible. If you have any questions, please call the school office at (school phone #).

Sincerely,

c: Current LAUSD School of Attendance

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES  
Planeamiento, Asesoría e Investigación

ANEXO B

**PAPEL MEMBRETADO DE LA ESCUELA**

**CARTA MODELO DE NOTIFICACION**

Estimado padre o tutor:

Tenemos el agrado de informarle que la solicitud de transferencia de inscripción abierta para su hijo/a \_\_\_\_\_ (nombre del estudiante) \_\_\_\_\_, \_\_\_\_\_ (fecha de nacimiento) \_\_\_\_\_, para el año 2006-07, ha sido aprobada para que asista a la escuela \_\_\_\_\_ (nombre de la escuela) \_\_\_\_\_.

Por favor lleve esta carta a su actual escuela de asistencia y solicite un informe de la cuenta de los alumnos (PAR, siglas en inglés). Eso, oficialmente le da la salida a su hijo/a de esa escuela. Cuando su hijo/a se inscriba en nuestra escuela, es importante que traiga el formulario PAR con usted.

Esperamos verlo pronto en nuestra escuela. Si sus planes cambian y su hijo/a no asistirá a nuestra escuela favor de avisarnos lo mas pronto posible. Si tienen alguna pregunta, por favor llame a la oficina de la escuela al \_\_\_\_\_ (No. de teléfono de la escuela) \_\_\_\_\_.

Atentamente,

c: Escuela actual de asistencia del DEULA

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Planning, Assessment and Research

ATTACHMENT C

**SCHOOL LETTERHEAD**

SAMPLE WAITING-LIST LETTER

Dear Parent or Guardian:

I am sorry to inform you that your child \_\_\_\_\_ (name of student) \_\_\_\_\_, \_\_\_\_\_ (date of birth) has not been selected in the open enrollment random selection process for \_\_\_\_\_ (name of school) \_\_\_\_\_ School.

Therefore, your child's name is placed on the waiting list at our school. If openings occur, you will be contacted by our school staff between now and \_\_\_\_\_ (see reference guide for deadline date).

If you have any questions, please call the school office at \_\_\_\_\_ (school phone number) \_\_\_\_\_.

Sincerely,

**PAPEL MEMBRETADO DE LA ESCUELA**

**CARTA MODELO DE LA LISTA DE ESPERA**

Estimado padre o tutor:

Sentimos mucho tener que informarle que la solicitud de transferencia de inscripción abierta para su hijo/a \_\_\_\_\_ (nombre del estudiante) \_\_\_\_\_, \_\_\_\_\_ (fecha de nacimiento) \_\_\_\_\_, no fue elegido en el proceso de selección al azar para la escuela \_\_\_\_\_ (nombre de la escuela) \_\_\_\_\_.

Por lo tanto, el nombre de su hijo/a ha sido colocado en la lista de espera de la escuela. Si ocurren vacancias, nuestro personal le avisará entre esta fecha y (vea la guía de referencia para encontrar la fecha).

Si tienen alguna pregunta, por favor llame a la oficina de la escuela al (Número de teléfono de la escuela).

Atentamente,

