



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Court-ordered Integration and Federal Mandated Traveling Student Programs, 2006-2007

**NUMBER:** REF-1067.1

**ISSUER:** Sharon L. Curry, Assistant Superintendent,  
Office of Student Integration Services  
  
Rita Caldera, Assistant Superintendent,  
Specially Funded Programs &  
Parent Community Services Branch

**ROUTING**

Local District Superintendents  
Local District School  
Support/Services Directors  
Administrators  
Magnet Coordinators and  
Permits With Transportation  
Coordinators  
Title I Coordinators

**DATE:** August 1, 2006

**PURPOSE:** This Reference Guide describes the requirements of the Court-ordered Integration and Federal Mandated Traveling Student Programs. Resident students who become Opportunity Transfer students are not given Court-ordered Integration-funded transportation.

**MAJOR CHANGES:** This Reference Guide replaces REF-1067, dated April 29, 2005. Includes Public School Choice, a Federal Mandated Traveling Student Program.

**INSTRUCTIONS:** I. **COURT-ORDERED INTEGRATION PROGRAMS**

1. **Magnet Program** students may be added for transportation purposes only during the regular enrollment period (ending on the second Friday of school calendar or track operation) and during the mid-year enrollment period from existing waiting lists. Exception: New students for highly gifted magnet centers may be added for transportation purposes anytime during the first semester. In addition:
  - No permits are allowed for siblings of magnet students
  - Magnet students will only be transported using already existing bus routes
  - No magnet students living within the attendance area of the magnet school/center or within a two-mile (2-mile) radius of the receiving magnet school, whichever is further, will be assigned Court-ordered Integration funded transportation.

When assigning an Opportunity Transfer for a magnet student, the magnet principal must discuss placement with the Local District Administrator to determine if a transfer is appropriate and where an alternative Court-ordered Integration program with existing Court-ordered Integration funded transportation is available. Student Integration Services will assist the Local District Administrator and principal to determine the availability of an assignment.

No transfer policy to other magnet programs exists.

Magnet students who move during the school year have the following two options:

- Continue to attend the same magnet school by utilizing any of the existing bus routes/stops.
- Attend the new resident school.



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2. **Permits With Transportation (PWT)** students are assigned to receiving schools for the next school year based upon *Choices* applications submitted to Office of Student Integration Services. PWT's purpose is to provide all students with integrated experiences, by placing Hispanic, Black, Asian and Other Non-Anglo students into integrated schools, while providing opportunities for White students to attend Predominantly Hispanic, Black, Asian and Other Non-Anglo (PHBAO) schools.

In order to be assigned, siblings of current PWT students also must apply using the *Choices* brochure. Siblings include natural brothers and sisters and any foster children, stepchildren, or other children living in the same home as a result of marriage or social service placement. No new bus routes/stops will be established for students.

Since the receiving school becomes the home school, a PWT student who receives an Opportunity Transfer will continue to receive Court-ordered Integration funded transportation to the new PWT receiving school if there is an existing transportation pattern. The receiving school will continue using the PWT indicator for the student in the traveling student database.

PWT students who move from the resident school area during the school year have the following two options:

- Attend the new resident school; or
- Continue at the PWT receiving school utilizing any of the existing bus routes/stops if approved by Student Integration Services. (Fax the Traveling Student Program Roster Add/Change Form to the appropriate Regional Transportation Manager. In secondary SIS, use ID33 to produce the form. In elementary SIS, use Screen 14, Option 21 to produce the form.)

3. **Other Transported Students (OTS)** have been provided transportation in selected cases for Integration purposes as determined by the Office of Student Integration Services. When the student moves from the area receiving transportation, the transportation is eliminated.
4. **Space Available Basis (SAB)**, Unused seats on bus routes at selected schools will be made available to students who are currently enrolled in an eligible school and are non-resident students living in excess of two miles from the school. Transportation Branch will notify schools about the availability of any unused seats.

To participate in this process, interested parents of students living in the LAUSD must contact the principal, fill out and return an application to the office at school. Each student must apply for him/herself, including siblings. Additionally, each student must:

1. Live within the boundaries of LAUSD.
2. Already be enrolled in and attending the receiving school.
3. Not live within the attendance area of the school or a two-mile radius whichever is further.
4. Attend the school on a permit that does not provide transportation, such as, Open Enrollment, Advanced Studies, or Child Care, but not Inter-District Permit.



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5. Follow District Transportation Branch policies and procedures.

If too many applications are received for a route, the school will use a lottery system to determine which students will be selected to participate. The school will notify students who are selected and will assign the routes and stops using the existing patterns and stops supplied by Transportation Branch. **Transportation will end in June of each year. There is no guarantee of transportation next year. Students will need to reapply next year if space is available.** The list of Space Available routes for the next school year will not be published until after Transportation Branch has had the opportunity to consolidate routes, which will probably be late-November of each year.

## II. OVERCROWDED SCHOOLS PROGRAMS

1. **Capacity Adjustment Program (CAP)** students are assigned to relieve overcrowded conditions at the resident school. Students may be added to schools throughout the year based upon criteria established by the Office of School Management Services. A CAP student who receives an Opportunity Transfer will continue to receive Court-ordered Integration funded transportation to the new receiving school if there is an existing transportation pattern. The receiving school will continue using the CAP indicator for the student in the traveling student database. CAP students who move from the resident school area during the school year have the following two options:
  - Attend the new resident school, or
  - Continue at the CAP receiving school until the end of the school year utilizing any of the existing bus routes/stops if approved by the Office of School Management Services and Transportation Branch. (Fax the Traveling Student Program Roster Add/Change Form to the appropriate Regional Transportation Manager. In secondary SIS, use ID33 to produce the form. In elementary SIS, use Screen 14, Option 21 to produce the form.) There are no sibling rights.
2. **Satellite Zone (SAT) Program** students are assigned based on sections within overcrowded attendance boundary areas that are attached as “satellites” to designated receiving schools. Students may be added throughout the year. No new bus routes/stops will be established for SAT students.

A SAT student who receives an Opportunity Transfer will continue to receive Court-ordered Integration funded transportation to the new receiving school if there is an existing transportation pattern. When the student attends the new school, the student is no longer in the SAT Program and must be added to the traveling student database as an Other Transported Student (designated by an “X” in the traveling student database). SAT students who move from the resident school area during the school year have the same two options as CAP students:

- Attend the new resident school; or
- Continue at the SAT receiving school until the end of the school year utilizing any of the existing bus routes/stops if



approved by the Office of School Management Services and Transportation Branch. (Fax the Traveling Student Program Roster Add/Change Form to the appropriate Regional Transportation Manager. In secondary SIS, use ID33 to produce the form. In elementary SIS, use Screen 14, Option 21 to produce the form.) There are no sibling rights.

3. **Open Enrollment** Transfer students or Matriculation Option Permits are not entitled to transportation.

### III. FEDERAL MANDATED PROGRAM

**The Public School Choice (PSC) offers** students the opportunity to transfer from a Program Improvement (PI) to a Non-Program Improvement school. Transportation will be provided as long as the resident school remains in PI. To participate in the PSC program:

- The parents must submit a request for the PSC program through the CHOICES brochure or
- The Program Improvement Year I Options Letter.

When an Opportunity Transfer for a PSC student is needed, the Principal/Assistant Principal must discuss the change of placement with the Public School Choice Coordinator to determine the existing transportation pattern and the Non-Program Improvement school available for enrollment. A PSC student who receives an Opportunity Transfer will continue to receive transportation funded by Public School Choice to the new receiving school if there is an existing transportation pattern. The Principal/Assistant Principal of the sending and receiving schools must facilitate the transfer based on the information provided.

Schools must refer parents of PSC students who move during the school year to the PSC Coordinator to discuss program options.

**RELATED RESOURCES:**

Opportunity Transfers (OT's), Bulletin NO. Z-58, April 20, 1999, Deputy Superintendent, Operations and Support Services. Space Available Basis Transportation (SAB), MEM-1141.2, August 2, 2006, Office of Student Integration Services.

**ASSISTANCE:**

For assistance and information, on Magnet please contact Sara Lasnover at (213) 241-6532; Overcrowded Schools and Open Enrollment contact Bruce Takeguma or Corby Alsbrook at (213) 241-6414; Public School Choice contact Carolyn Williams-Marshall at (213) 241-6990; for all other programs contact Modesta Bassity at (213) 241-6532.