

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of January 8, 2019

ITEM: BOARD POLICY 5117 (INTERDISTRICT ATTENDANCE)

**PREPARED BY: CARRIE NERHEIM, DIRECTOR I
STUDENT SERVICES**

TYPE OF ITEM: REVIEW AND ACTION

PURPOSE:

To review AUSD Board Policy 5117 (Interdistrict Attendance).

BACKGROUND:

Currently, 375 students attend AUSD on Interdistrict Transfer (IDT) permit (see Appendix A). During the 2018-2019 school year, ten (10) interdistrict transfer applications were approved. Six (6) students were admitted through Priority One (students whose parents are employees of AUSD working at least .40 FTE). Four (4) additional students were admitted through Priority Five (all other applicants). Two (2) of the Priority Five students declined the offer to enroll in AUSD.

AUSD Board Policy 5117 (Interdistrict Attendance) was previously reviewed by the Governing Board during the 2016-2017 school year.

At the October 25, 2016, Governing Board meeting, then Director of Student Services reported that in the past four years, only students whose parents were employees of the district had been admitted to AUSD through IDT ([October 25, 2016, AUSD Governing Board Meeting video](#)). However, also discussed at that meeting was the fact that students who established residency in Albany and then subsequently moved were automatically granted an IDT based on Board Policy 5117 Priority Three: “to ensure educational continuity.”

At the November 22, 2016, Governing Board meeting, Board Policy 5117 (Interdistrict Attendance) was approved with the following change:

- “The Board may enter into an agreement with any other school district, for a term not to exceed five years, for the interdistrict attendance of students who are residents of the districts. The district of ACOE entered into such an agreement on June 28, 2016. The Board has not entered in to any other agreements with any other districts or counties and all others must renew their permits annually.”

Additionally, the following revisions were made to Administrative Regulation 5117 (Interdistrict Attendance):

- Students who move out of Albany mid-year are eligible for a temporary interdistrict permit to allow them to complete the school year. Students can then apply for a non-temporary interdistrict permit and will be considered a new applicant (as discussed at the [November 8, 2016 AUSD Governing Board Meeting video](#)).
- Written notification indicating whether the IDT application has been approved or denied must be provided within 30 days (previously 60 days).

For your reference, please find the attached documents:

- Board Policy 5117
- Administrative Regulation 5117
- Appendix A
- Interdistrict Transfer Application for School Districts in Alameda County
- Albany Unified School District Interdistrict Permit Agreement
- Albany High School Increased Enrollment Proposal
- Proposal of Process to Increase AHS Enrollment

DETAILS:

Board Policy 5117 as written does not preclude AUSD from accepting IDTs mid-year as space permits. Considerations for accepting mid-year IDTs include: creating comparable course schedules (while maintaining class/teacher contractual limits) and, dependent on the proximity to the end of the grading period, ensuring students can sufficiently complete course requirements and earn credits toward graduation.

On November 27, 2018, a proposal was made to the AUSD Governing Board to increase the enrollment of Albany High School by approving approximately 100 IDT applications. Currently, there are 17 students in grades 9-12 on the waitlist for IDT into AUSD (see Appendix A). Twelve students are currently on the waitlist for grade 9 (which is currently impacted and new students cannot be added). Four students are currently on the waitlist for grade 10, no students are on the waitlist for grade 11, and one student is on the waitlist for grade 12.

Albany High School site administration will present a proposal for increasing the number of inter-district transfer students at Albany High School.

STRATEGIC OBJECTIVES ADDRESSED:



Objective #1: *Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.*



Objective #2: *Support the Whole Child. Goal: We will foster the social and emotional growth of all students, implement an array of strategies to increase student engagement, identify individual socio-emotional and behavioral needs, and apply collaborative appropriate interventions.*

RECOMMENDATION: TO REVIEW AUSD BOARD POLICY 5117 (INTERDISTRICT ATTENDANCE)

Albany USD

Board Policy

Interdistrict Attendance

BP 5117

Students

Interdistrict Permits

California state law and the rules and regulations of the California Board of Education state a preference that students attend schools in their district of residency. The district Board of Education believes that children should attend schools where they live. The Board shall consider requests for interdistrict permits in accordance with this general principle.

The Board recognizes that students who reside in one school district may wish to attend school in another school district and that such choices are made for a variety of reasons. Because of capacity issues within the district and due to limited resources, the Board will consider approving such permits on a case-by-case basis through an interdistrict permit agreement with another school district. In the case of a student wishing to transfer into the district, the request will be considered when class enrollment or program availability permits the attendance of an out-of-district student.

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict permits shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

(cf. 5116.1 - Intradistrict Open Enrollment)

The Superintendent or designee of the district shall review all requests for interdistrict permits. The Superintendent is authorized to grant or deny interdistrict permit requests.

The decision to admit out-of-district students is discretionary. When capacity exists, interdistrict permit requests may be approved based on the following priorities:

* 1st Priority: Students whose parent/guardian is an employee of the Albany Unified School District (must work .40 FTE or more)

* 2nd Priority: Students whose parent/guardian is an employee of the City of Albany, (employed at least 20 hours a week)

* 3rd Priority: Students whose sibling(s) is/are ongoing interdistrict permit students; or to ensure educational continuity of students.

* 4th Priority: Students whose parent/guardian has been a business owner/operator within the City of Albany for a period of at least 12 months prior to their application.

* 5th Priority: All other applicants.

Notwithstanding these priorities, the Superintendent or designee may grant a permit request if, in the judgment of the Superintendent or designee, the parent/guardian provides evidence of extraordinary circumstances warranting a transfer.

The Board believes in educational continuity and feels that an interdistrict permit student, once granted a non-temporary interdistrict permit, should not be exited except for violation of their Interdistrict Attendance Contract or under extraordinary circumstances (such as a threat of physical harm to a student or student is a victim of bullying as defined in Education Code 48900[r]) warranting a transfer.

The Superintendent or designee may deny applications for interdistrict permits due to space limitations or other nondiscriminatory reasons. The Superintendent or designee may also revoke an interdistrict permit for nondiscriminatory reasons.

The parent/guardian of a student who is denied an interdistrict permit pursuant to Education Code 46600-46611 shall receive timely notice, in accordance with law, regarding the process for appeal to the Albany Unified School District Board, and to the County Board of Education. A student whose request for an interdistrict permit is based on his/her parent's employment within the district's boundaries, including employment by the district, shall not have the right to appeal a denial to the County Board.

Students who have been expelled from other school districts may not be admitted to the district on interdistrict permits during the period of their expulsions. Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict permit denials while expulsion proceedings are pending, or during the term of the expulsion.

The district shall furnish the transferring student the same advantages, equipment, supplies and services as are furnished to other students in attendance in its schools. The district shall not provide transportation beyond its district attendance area. Upon request, the superintendent or designee may authorize transportation for interdistrict permit students to and from designated bus stops within the district if space is available.

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act
48915 Expulsion; particular circumstances
48915.1 Expelled individuals: enrollment in another district
48918 Rules governing expulsion procedures
48980 Notice at beginning of term
52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance
ATTORNEY GENERAL OPINIONS
87 Ops.Cal.Atty.Gen. 132 (2004)
84 Ops.Cal.Atty.Gen. 198 (2001)
COURT DECISIONS
Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Policy ALBANY UNIFIED SCHOOL DISTRICT
Adopted: December 2, 2008 Albany, California
Revised: June 15, 2010
Revised: November 22, 2016

Administrative Regulation

Interdistrict Attendance

AR 5117

Students

Interdistrict Permits

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance. Such a permit is referred to as an "interdistrict permit."

The Superintendent or designee may deny initial requests for interdistrict permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance solely because of overcrowded facilities at the relevant grade level.

General Information

Requests for interdistrict permits, both incoming and outgoing, shall be submitted to the employee in charge of interdistrict permit requests and reviewed annually by the Superintendent or designee. For transfer into the district, the student and parent/guardian must sign an Interdistrict Attendance Agreement annually. (See Exhibit 5117)

Each interdistrict permit request will be judged on its individual merits. All factual information and supporting documentation submitted with the interdistrict permit request will be subject to verification. Any permit request containing or based upon false information will be denied or revoked, and the parent/guardian responsible will be referred to the appropriate legal authorities. Applications for interdistrict permits may be submitted at any time during the preceding school year for which the transfer is requested.

Requests for Interdistrict Permits into the District

1. The parent/guardian must first obtain approval for the student's transfer from the student's current district of residence on the appropriate form.
2. Within 30 days of receiving the application for an interdistrict permit, the

Superintendent or designee shall provide written notification to the parent/guardian and the student's district of residence as to whether the application has been accepted or rejected. If the application has been approved, the notification shall specify the particular school site and the school's address to which the student has been admitted. (Education Code 48357; 5 CCR 4702)

3. The Superintendent or designee may approve, deny, or place on the waiting list requests for new interdistrict permits that are approved by the District of Residence and submitted to the Albany Unified School District by June 1 for the upcoming school year. Applicants will be informed in writing by the second week of the school year as to whether their application has been approved, denied, or wait-listed.

4. The Superintendent or designee may deny initial requests for interdistrict permits if the district's facilities are overcrowded at the relevant grade level and based on other nonarbitrary considerations.

5. If the request for transfer is approved, the district retains the right to determine the specific school to which the student will be assigned. However, the district will attempt to accommodate a parent/guardian's request for placement in a specific school site, subject to the priorities and policies established in the district's residency regulations.

6. If the request for transfer is denied, the parent/guardian will be notified in writing of the right to appeal to the district Board. If the appeal is denied by the Board, the parent/guardian will be notified in writing regarding the process for appeal to the County Board of Education. An appeal to the County Board of Education must be made within 30 days of the district Board's denial. A student whose permit request is based on his/her parent/guardian's employment within the district's boundaries, including employment by the district, shall not have the right to appeal a denial to the County Board.

The Board requires that all requests for interdistrict permits and the required supporting documentation be certified by the parent/guardian, childcare provider, or caregiver under penalty of perjury. The Superintendent or designee is responsible for confirming the accuracy of information contained in such requests and documentation; investigating any suspicion that information has been falsified; reporting such violations to the appropriate law enforcement agencies; and reporting such activities to the Board.

Requests for Renewal of Interdistrict Permits into the District

Requests for renewal of interdistrict permits into the district will be reviewed according to the process for new interdistrict permits, with the following exceptions:

1. A request for renewal of an interdistrict permit must be submitted by April 1st, if

required by the district of residence. Applicants will be advised within 30 days whether the request is approved or denied.

2. A request for renewal of an interdistrict permit submitted after April 1 will be processed as a new request.
3. If admission to the district was approved based on the student's parent/guardian's employment, the student shall be allowed to attend school in the district through the 12th grade, if the parent/guardian so chooses, subject to (1) annual completion of the interdistrict permit renewal by the April 1st deadline to verify continued employment within the district according to proof acceptable to the district, consistent with the district Residency Policy and Regulations; and (2) any other limitation as allowed by law, including violations of the Interdistrict Attendance Agreement.

Grounds for Approval

The Superintendent or designee may approve interdistrict permits when capacity within the district exists. Students whose requests are denied solely because of lack of capacity within the district will be placed on a waiting list, and their applications will be considered if space becomes available.

"Educational continuity" includes such considerations as the desire to complete the highest grade at a site or continuing education in the district after a number of years as a district student. Temporary interdistrict permits may be approved to allow a student to complete a school year when the parent/guardian has moved out of the district during the year, or to continue attendance if the student will be living out of the district for less than one school year. Students who have moved out of the district and wish to remain in the district for the remainder of the year may stay pending approval by the new district of residence or an appeal of that district's decision to the Alameda County Office of Education, and a positive recommendation by the school principal. Students who complete a school year on a temporary interdistrict permit and who wish to remain in the district must apply for a non-temporary interdistrict permit for the following year and will be considered along with all other applicants according to the priorities set in Board policy.

Notwithstanding these priorities, the Superintendent or designee may grant a transfer if, in the judgment of the Superintendent or designee, the parent/guardian provides evidence of extraordinary circumstances (such as a threat of physical harm to a student or student is a victim of bullying as defined in Education Code 48900[r]) warranting a transfer.

Once a student is admitted to a school on the basis of a non-temporary interdistrict permit, he/she shall not be required to reapply for an interdistrict permit and shall be

allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict permit agreement. Existing interdistrict permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

Provision of Special Education Supports and Services

If the student receives special education services, or has in the past been found eligible for special education services, it shall be indicated on the interdistrict permit application. A copy of the student's most recent Individualized Education Plan (IEP) detailing needed services must be included with supporting documents for the permit application. The requested district of attendance will determine if it has capacity to meet the student's special education needs with existing special education programs and support staff. If the requested district of attendance has capacity to implement the student's IEP, the student will not be denied enrollment on that basis. The cost of the placement will be the responsibility of the requested district of attendance unless costs are negotiated otherwise between the two districts, not including transportation, which shall be provided by the parent, unless otherwise required by law for certain special education students.

If a student's educational needs change during the term of the interdistrict permit and the district of attendance can no longer provide Free Appropriate Public Education (FAPE), the Special Education Director for the district of attendance will notify the Special Education Director of the district of residence and schedule a meeting to discuss the student's transition back to the district of residence for appropriate placement and termination of the interdistrict permit to ensure the student receives a FAPE.

If a student is referred for a special education evaluation while under a previously approved interdistrict permit, the district of attendance is responsible for the "Child Find" and assessment of the student. The subsequent IEP meeting will include representatives from both districts, and the student's eligibility and the provision of services needed to provide the student with a FAPE shall be discussed. If the district of attendance can meet the student's FAPE needs in its existing special education programs, and has capacity in an existing program at the student's grade level, the student will continue to attend school in the district of attendance. If not, the district of attendance will notify the Special Education Director of the district of residence and schedule a meeting to discuss the student's transition back to the district of residence for appropriate placement and termination of the interdistrict permit to ensure the student receives a FAPE.

Revocation of Interdistrict Attendance Permits

Grounds for Revocation

Pursuant to Education Code 46600, the following are the terms and conditions under which an interdistrict permit may be revoked:

1. Determination by the district that the interdistrict permit request or supporting documentation was based upon false or fraudulent information.
2. Failure to comply with the requirements of the Interdistrict Attendance Agreement which include demonstrating acceptable academic performance, attendance, and behavior. The Interdistrict Attendance Agreement must be signed by both the student and the parent/guardian.
3. Determination by the district that the conditions on which the interdistrict permit approval was based are no longer met. It is the responsibility of the parent/guardian to notify the district within 30 days if any of the conditions justifying the permit approval change. The student may be granted a temporary interdistrict permit, within the discretion of the Superintendent or designee, to complete the school year in the district with the approval of the new district of residence.
4. Determination by the district that the continuing presence of the student is not in the student's best educational interest, or will interfere with the needs of other students, or both.

The district will give 10 days notice to a parent/guardian prior to the revocation of an interdistrict permit.

Request for Interdistrict Agreements Out of the District

Parents/guardians of students wishing to transfer out of the district shall complete an interdistrict permit request. It is recommended that the parent/guardian of the applicant meet with the student's current school principal to discuss the reason for the permit request and obtain his/her signature on the application.

Applications will be approved or denied by the Superintendent or designee. Applicants will be notified in writing if the request is denied, and will be given the reason for the denial. Denials by the district may be appealed to the district Board. If the appeal is denied, the request may be appealed to the Alameda County Office of Education within 30 days of the district's final decision. Reasons for denial may include loss of district revenue due to the outgoing transfer of a student.

Applications that are approved by the district must also be approved by the requested district of attendance. Parents/guardians should advise the Albany Unified School District of the final disposition of their request within five days of notification by the receiving district, or the Alameda County Office of Education in the case of an appeal.

Regulation ALBANY UNIFIED SCHOOL DISTRICT
Reviewed: March 1, 2011 Albany, California
Revised: November 8, 2016

Appendix A

January 8, 2019

2018-2019 Interdistrict Transfers

Grade	Approved # IDP
TK	0
k	6
1	23
2	13
3	17
4	24
5	24
6	34
7	22
8	44
9	42
10	49
11	47
12	30
Total	375

2018-2019 New IDT's

K	3	3 Employees' students
3rd	1	1 Employee's student
4th	1	1 Employee's student
6th	1	
9th	1	1 Employee's student
11th	3 Offered/1 accepted	
		Total Enrolled: 8

2018-2019 Waitlist

Grade	Number of Students on Waitlist
9	12
10	4
11	0
12	1
Total	17

INTERDISTRICT TRANSFER APPLICATION FOR SCHOOL DISTRICTS IN ALAMEDA COUNTY

Step 1: To be completed by parent/guardian (Please print)

Interdistrict Transfers will not begin to be processed for the following school year until March 1 of each year.

School Year: <input type="checkbox"/> Current year <input type="checkbox"/> Future year 20____ - 20____	Grade Requested	Date of Request
Student Name: (Last, First)	Birth Date	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Current or Last School of Attendance	Current or Last District of Attendance	
School of Residence	School Requested	
District of Residence	District Requested	
Parent/Guardian Name	Contact number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Email Address	Contact number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Address	City/Zip	
Is the student currently pending disciplinary action or under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Has the student ever been assessed for special education services? <input type="checkbox"/> Yes: District(s)? _____ <input type="checkbox"/> No		
What special services has the student been found eligible for or received? (Check all that apply; attach proof of enrollment in special program and most recent IEP including FAPE offer.) <input type="checkbox"/> Gifted (GATE) <input type="checkbox"/> Section 504 <input type="checkbox"/> Special education <input type="checkbox"/> English Language Learner		
If the student is receiving Special Education services, what is his/her current placement? (Please attach IEP.) <input type="checkbox"/> Special Day (SDC) <input type="checkbox"/> Resource (RSP) <input type="checkbox"/> General Education with other accommodations/modifications <input type="checkbox"/> Non-Public School (NPS) <input type="checkbox"/> Pending Assessment		
What is /are the reason(s) for the request? (Check all that apply. See "Documentation Required" section for supporting evidence to justify reason(s).) <input type="checkbox"/> Child Care (K-6 ONLY) <input type="checkbox"/> Parent Employment <input type="checkbox"/> Sibling <input type="checkbox"/> Health & Safety <input type="checkbox"/> Specialized Program <input type="checkbox"/> Continuing Enrollment <input type="checkbox"/> Complete Final Year at Current School <input type="checkbox"/> Proposed Change in Residence <input type="checkbox"/> Other (Please specify in a letter)		

I have read the terms and conditions on page 2 of this application and understand the regulations and policies governing interdistrict attendance permits and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation **DOES NOT** guarantee that the request will be approved. **FALSIFICATION OF ANY INFORMATION INVALIDATES THIS TRANSFER APPLICATION.**

Parent/Guardian Signature _____ Relationship to Student _____

STEP 2: District of Residence

Decision: ☐ Approved ☐ Denied

Authorizing Signature: _____

Title: _____

District: _____

Comments: _____

Date: _____

STEP 3: Proposed District of Attendance

Decision: ☐ Approved ☐ Denied

Authorizing Signature: _____

Title: _____

District: _____

Comments: _____

Date: _____

Terms and Conditions

All applications must include a copy of the most current transcript, report card, attendance and discipline reports, most recent IEP (if eligible), and the documentation required to support the reason(s) for the interdistrict transfer request based on the chart below. All documentation must be attached to the application at the time of submission. Please note that incomplete applications will not be processed. Requests will be considered based on local board policies and individual merit.

Reason for Request	Documentation Required
Child Care (K-6 Only)	<ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> – Copy of a recent pay stub – Letter on the employer's stationary verifying schedule (hours and days) and location of employment – If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from the adult, center, or organization providing day care <ul style="list-style-type: none"> – Name, address and contact information of the adult, center or organization – Child care license number and fees, if applicable – Hours of operation for the center or organization, or the hours that the student is under care – Length of time student has been under care by the adult, center or organization ▪ Letter from parent/guardian explaining the circumstance that an interdistrict permit is necessary under child care reasons
Parent Employment (If District of Attendance policy permits)	<ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> – Copy of a recent pay stub – Letter on the employer's stationary verifying schedule (hours and days) and location of employment – If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from parent/guardian explaining the circumstance that an interdistrict permit is necessary under parent employment reasons
Sibling	<ul style="list-style-type: none"> ▪ Name, grade and school where the sibling attends (sibling must already attend the proposed District of Attendance) ▪ Copy of sibling's last report card ▪ Copy of sibling's release permit from the District of Residence
Health & Safety	<ul style="list-style-type: none"> ▪ Letter or report from a doctor, psychologist, or other appropriate person verifying health-related issues (if applicable) ▪ Police or school report supporting safety-related issues (if applicable) ▪ Letter from parent/guardian explaining the circumstance that an interdistrict permit is necessary under health and safety reasons
Specialized Program	<ul style="list-style-type: none"> ▪ Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested ▪ Letter from parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is either unavailable or not comparable at the District of Residence
Continuing Enrollment	<ul style="list-style-type: none"> ▪ Copy of student's last report card ▪ Letter from parent/ guardian stating the enrollment history (grade and school/district) of the student since kindergarten
Final Year	<ul style="list-style-type: none"> ▪ Copy of student's last report card
Change in Residence	<ul style="list-style-type: none"> ▪ Copy of escrow documents/ rental agreements

- An Interdistrict permit is granted or denied per the terms and conditions stipulated in a district's board policy.
- Approval by the District of Attendance is subject to space availability in the district and the district's capacity to provide special education services, if applicable.
- Approval may not be at the school site requested.
- Students who are eligible for Special Education Services may be asked to obtain an Inter/Intra-SELPA Agreement for Individuals with Exceptional Needs.
- A permit may be denied, revoked, or rescinded at any time by the District of Attendance for the following reasons:
 - Student is excessively tardy or absent from school, or is brought to school excessively early or left excessively late.
 - Student fails to uphold appropriate behavior standards.
 - Student fails to make appropriate academic efforts.
 - False or misleading information was provided.
 - Other conditions that occur that would render continuance inadvisable.
- Once an interdistrict permit has been granted, a student is not required to reapply, except that any student transitioning from elementary school to middle school and middle school to high school must apply for a new interdistrict attendance permit. A district may request a student to complete an annual Intent to Return form or other annual verification of interdistrict attendance that does not constitute a reapplication that can be denied. A School District of Residence or School District of Attendance shall not rescind existing interdistrict attendance permits for students entering grade 11 or 12 in the subsequent school year, except for revocation reasons stated above.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be eligible to participate at the new school. Parent/Guardian should check the CIF rules before submitting this application.
- No financial obligation shall be incurred by the District of Residence for services rendered under this agreement unless otherwise agreed to between the District of Residence and the District of Attendance.
- The parent/ guardian is responsible for providing transportation to and from school for all students, unless otherwise required by law for certain special education students.

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Albany High School Increased Enrollment Proposal

Deficit reduction, preserving programs, and
scheduling streamlining by increased interdistrict
transfer (IDT) enrollment

Background - Enrollment

- AHS projected enrollment is primarily based on previous year's enrollment at AMS or AHS.
 - Doesn't account for possible capacity at AHS
 - AMS projected enrollment is based on elementary enrollment.
 - This sequence means AHS enrollment is heavily influenced by 1st grade enrollment factors almost 10 years ago
- Grade-level enrollment has varied significantly between grade levels. Current 9th grade has 55 more students than current 11th grade.

Background - Enrollment

- AHS total enrollment has fluctuated significantly. In the past 10 years the highest was 1297 and the lowest was 1136.
- Changes in enrollment cause changes in teacher FTE allocation, producing waves of hiring or releasing teachers.

Background – Course Requests

- Students are required to be enrolled in certain classes to make progress towards graduation.
 - English and Social Studies for all students
 - Math and Science for 9th and 10th grade, elective after two years
 - PE is mandatory for all 9th and 10th grade unless exempted
 - Elective courses as needed/requested

Background – Course Requests

- We are required to provide students with the number of classes they desire, but not necessarily the specific elective courses they request.
 - Minimum enrollment is 5 classes and Advisory
 - Students can meet graduation requirements with 2 years of 6 classes and 2 years of 5 classes
 - Our ADA from the state does not depend on the number of classes a student takes.

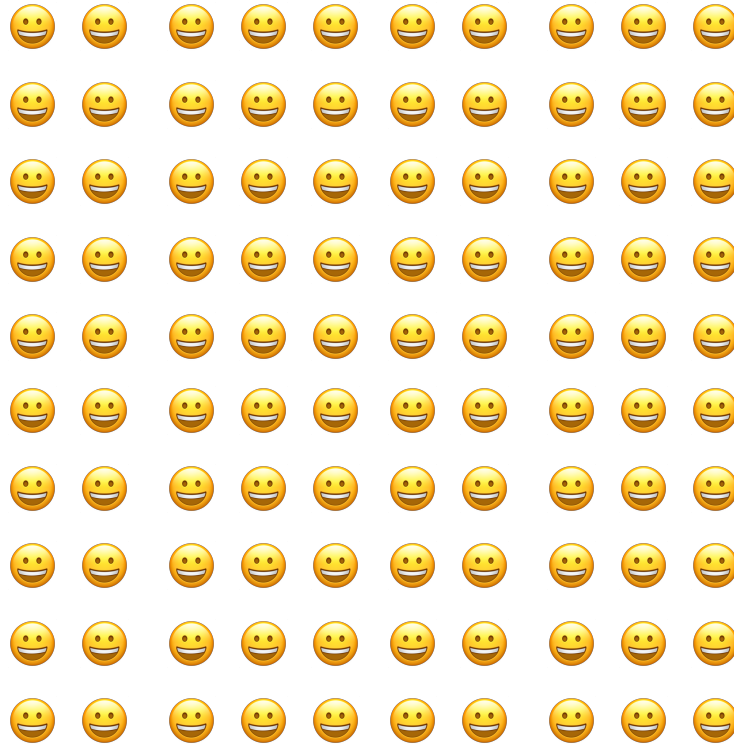
Background – Scheduling

- District Office assigns teacher FTE based on enrollment.
 - Counselors, Librarian, Special Education allocated separately.
- General education teachers have a contact limit of 150 students. This translates to an average class size of 30 students.
 - PE is 200 contacts for a class size of 40 students.
 - Visual and Performing Arts is not contract limited.
 - General education teachers are 86% of AHS faculty FTE.

Background – Scheduling

- AHS uses FTE allocation and course requests to determine the number of sections of a course to offer.
 - Changing enrollment changes number of requests.
 - Example: Currently have 12 9th grade English courses but only 9 11th grade English courses
- Almost half of AHS courses are “singletons” where only one section is offered due to demand.
 - Each period has an average of 7 courses offered only during that period.
 - Course conflicts (two requested course only offered the same period) are the primary reason students do not get their choice of electives, not lack of available seats.

Example – Core Courses



100 frosh students
Everyone needs to take English 9

Example – Core Courses

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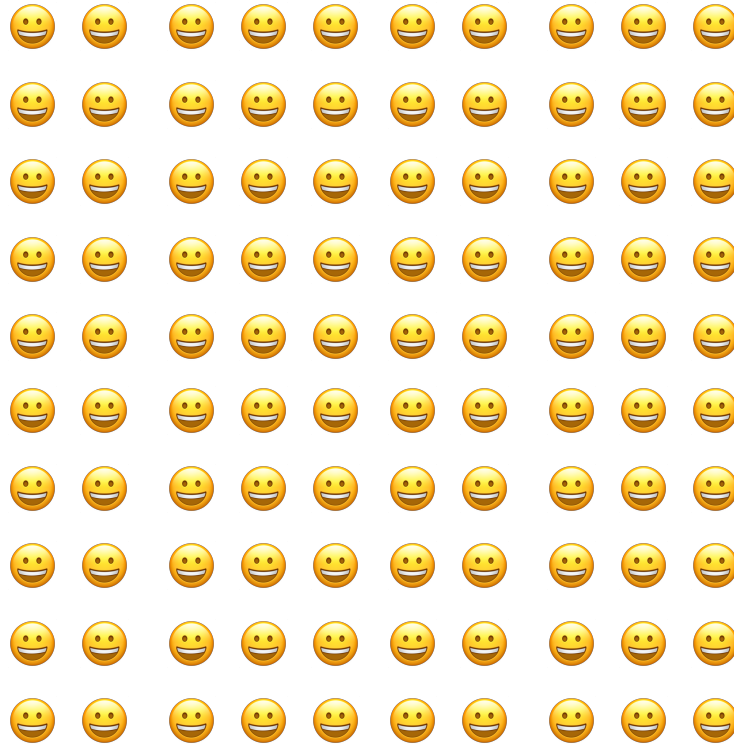
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4 classes, each with 25 students

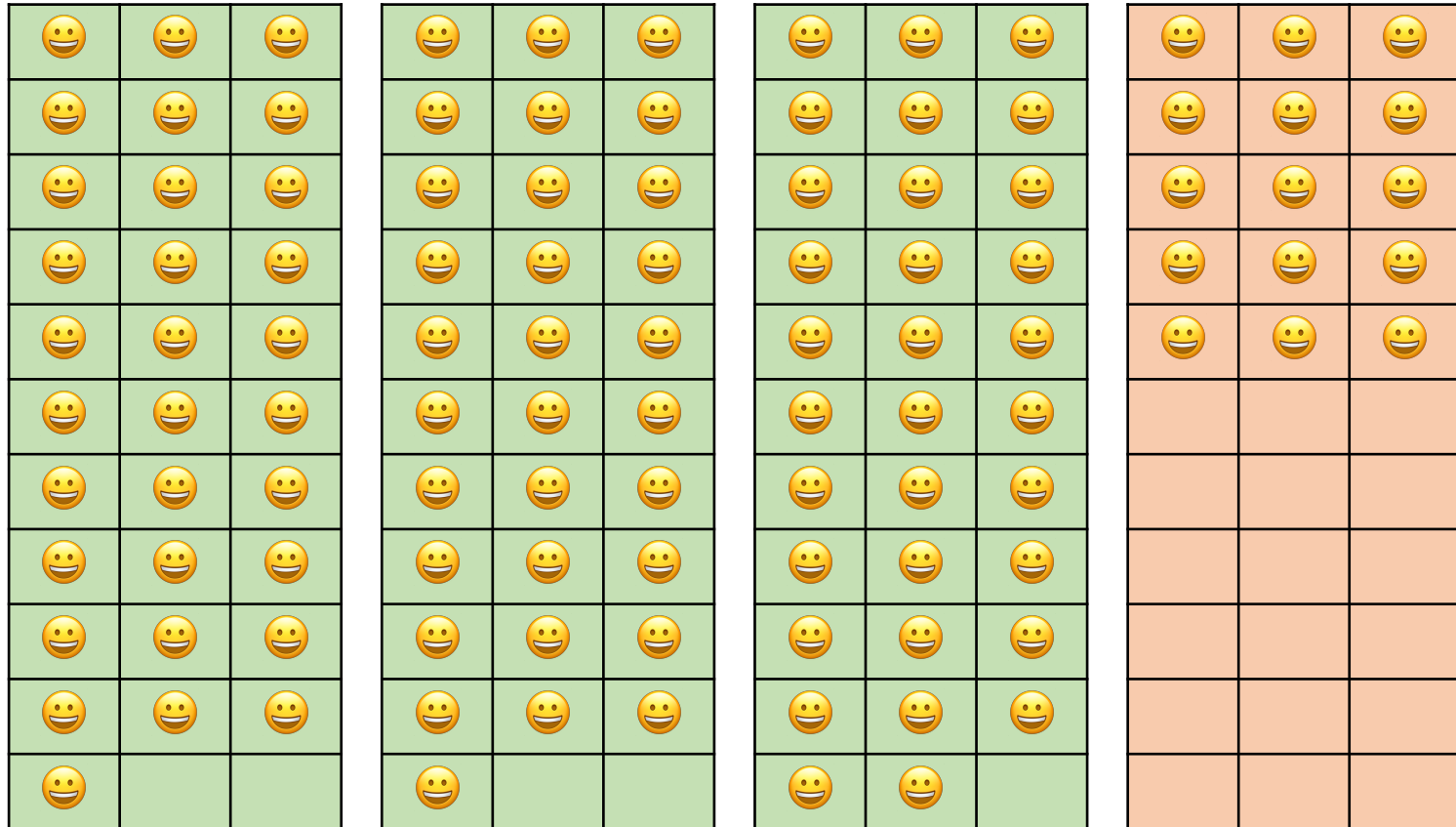
Example – Elective Courses



100 frosh students

85 want to take Ukulele, 15 want to take Thumb Wrestling

Example – Elective Courses



Option A
Unequal class sizes

Example – Elective Courses

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Option B

Don't offer Thumb Wrestling, everyone takes Ukulele and even out class size

Examples

- Option B is more likely
 - Reduces potential for course conflicts
- In all of these scenarios there are available seats.
 - Enrollment could be increased by up to 20 without the need to add teachers.

Proposal

- Set a goal enrollment for each grade level.
 - Goal based on filling core courses close to capacity
 - AHS has more physical capacity than AMS; goal should be based on increasing from AMS enrollment
- Utilize prospective IDTs to reach goal enrollment
- Revise High School level enrollment and scheduling procedures.
 - Better coordination between site and DO
 - Clarify enrollment timeline

Proposal

- Focus increased enrollment at 9th grade
 - Minimally disruptive to families and new students
 - Easiest time to create transition programs for new students.
 - Ensures academic planning with students to meet AUSD graduation requirements
- Schedule Core Courses based on anticipated enrollment
- Schedule Electives based on course requests and anticipated enrollment; fill empty seats with prospective IDTs after currently enrolled students

Proposal

- 310 students goal per grade level
 - Core Courses: approximately 28 students per class
 - PE Courses: approximately 39 students per class
- 1240 total enrollment, once stabilized

Proposal – Deficit Reductions

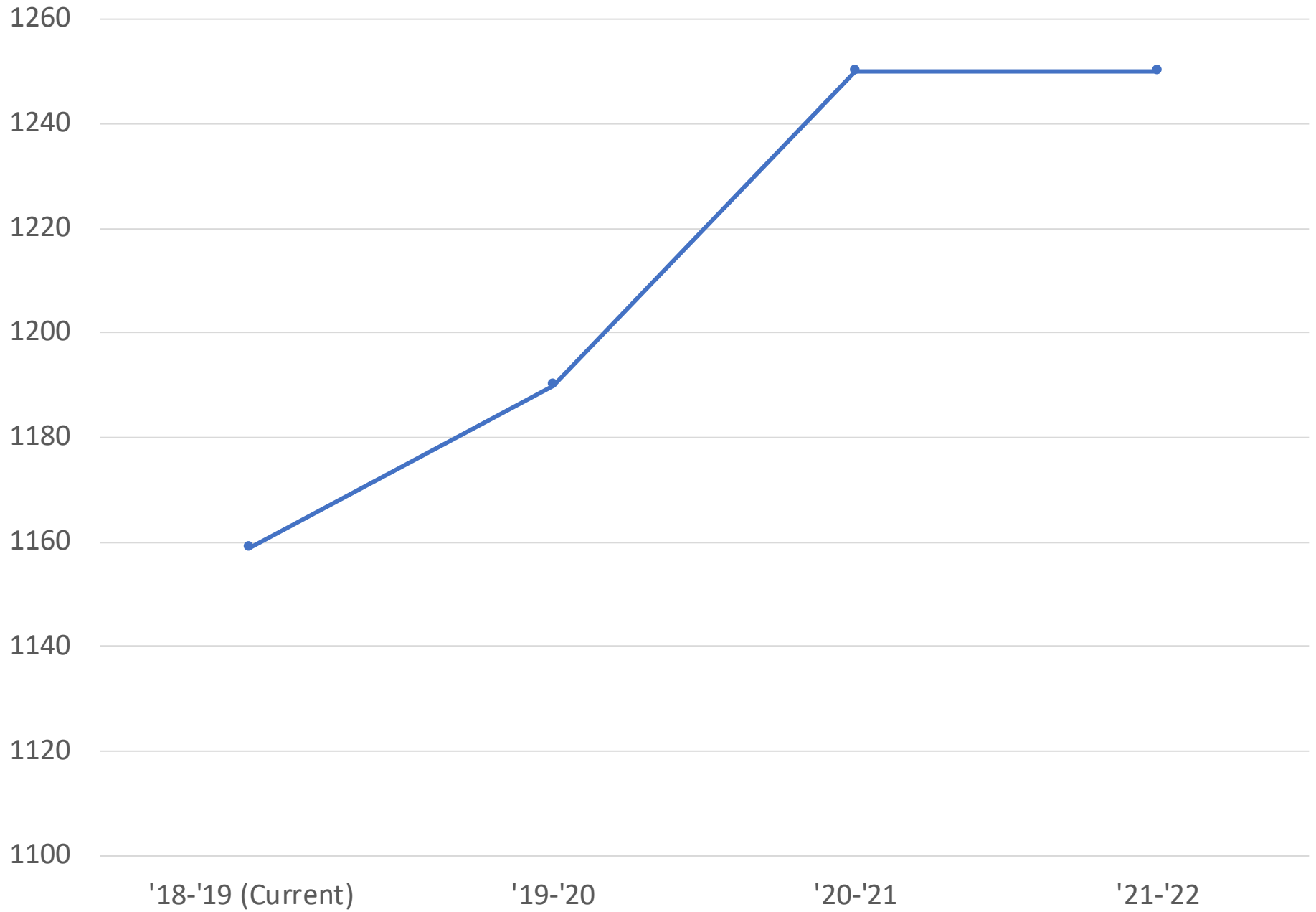
- Each additional student is approximately \$10,000 in additional revenue.
- General Education FTE makes up the majority of site/district budget
- Setting a goal based on optimizing general education FTE increases revenue (student ADA) with minimal increases in costs (mostly teacher FTE)

Implementation

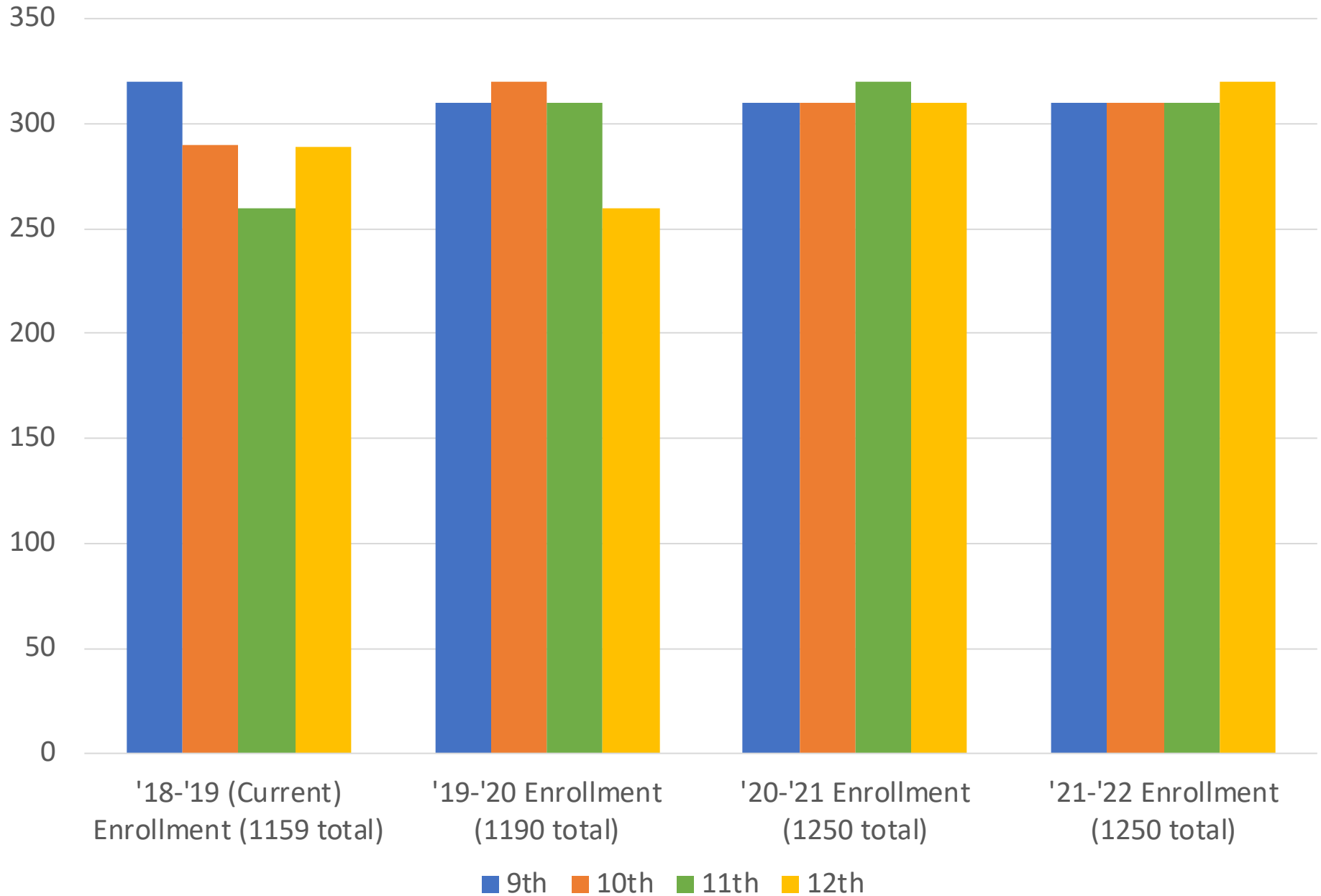
- For 2019-2020, increase enrollment at 9th and 11th grade level with IDTs.
 - 10th grade (Current 9th) is already large – beyond goal enrollment
 - 12th grade IDTs not advised due to students possibly not on track to meet AUSD graduation requirements
 - Anticipate 30 additional IDTs (10 9th grade, 20 11th grade)
- For 2020-2021 and beyond, mostly additional 9th grade IDTs.
 - 33 9th graders in 2020-2021
 - 18 9th graders in 2021-2022

Total Enrollment

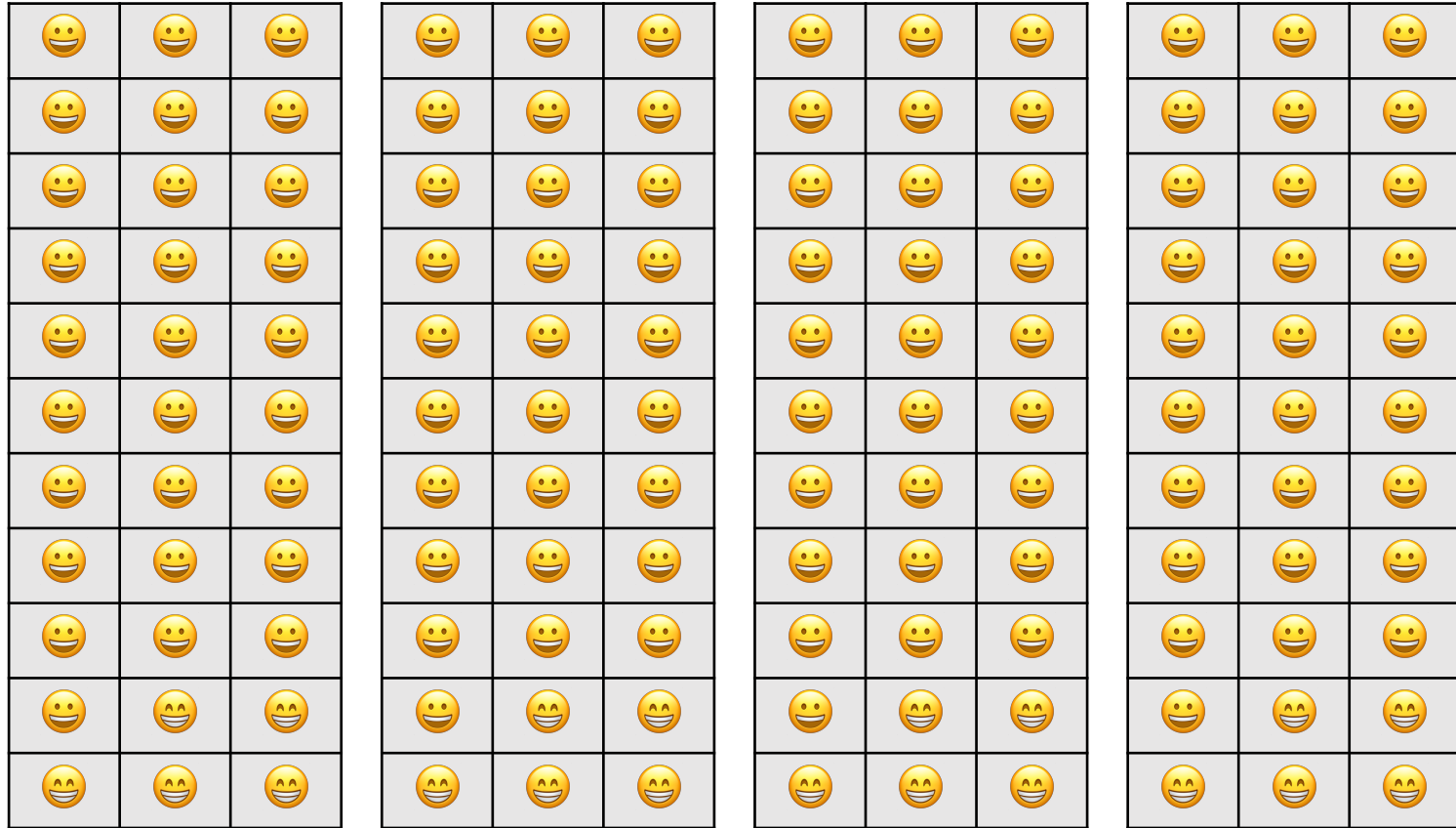
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Projected Enrollment by Grade Level



Example – Core Courses



4 classes, each at capacity with IDTs

Example – Elective Courses

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Offer all of the courses that current students have requested,
fill to capacity with IDTs

Implementation – '19-'20

Jan – Use goal enrollment to assign general education FTE.

Feb & Mar – AHS does course selection similar to current process.

Apr & May – AHS will build the master schedule based on course requests and anticipated enrollment.

May & Jun – DO will take IDTs from the waitlist. Potential IDTs will be informed of elective availability.

Proposal of Process to Increase AHS Enrollment

Objectives

The primary objective of this proposal is to articulate a process that would allow AHS to sustainably increase enrollment with a minimal increase in staffing. In addition, this process would allow for streamlined master scheduling for the foreseeable future. An additional secondary objective is maintaining low enrollment programs year-to-year by guaranteeing enough students each year to run a given program.

General Process

1. DO will publish to the community the process of requesting an interdistrict transfer, order of priority, and timeline to ensure availability of transfer students.
2. AHS and DO will set a goal grade-level enrollment, based on physical space, collective bargaining agreements, etc. Staffing levels for the coming year will be determined based primarily upon goal enrollment.
3. AHS will begin the scheduling process with currently enrolled students, collecting course requests for the coming year.
4. AHS will plan mandatory and core courses (English, Social Studies, Math, Science, PE, SpEd) based on goal enrollment, past course selection trends, and preliminary course requests.
5. AHS will plan elective courses (World Languages, VAPA, Technology, elective and advanced Social Studies, Math, Science, etc.) based on preliminary course requests and needed seats for transfer students.
6. AHS will build the master schedule for the following school year using the number of sections planned.
7. AHS will create preliminary class schedules for all currently enrolled students based on those students course requests.
8. AHS will then use actual enrollment in core courses to inform the DO about the number of students the school has capacity for at each grade level. AHS will also provide to the DO a list of elective courses that are likely to still be available for students who have yet to enroll and the course selection paperwork.
9. DO will reach out to families on the interdistrict transfer waitlist, based on order of priority and grade level availability. DO will communicate which programs are likely to be available to transfer students, and which are likely to be unavailable.
10. AHS will schedule new transfer students on a "first come, first served" basis and regularly update the DO on which elective courses are now full and which remain available.
11. Steps 9 and 10 continue until AHS reaches goal grade level enrollment

Changes in Enrollment

3 year projection of anticipated grade-level enrollment

	'18-'19 (Current) Enrollment	'19-'20 Enrollment	'20-'21 Enrollment	'21-'22 Enrollment
9th	320	310 (10 new)	310 (33 new)	310 (18 new)
10th	290	320	310	310
11th	260	310 (20 new)	320	310
12th	289	260	310	320

4 year projection of total AHS enrollment:

Year	Total Enrollment
'18 - '19	1159
'19 - '20	1190
'20 - '21	1250
'21 - '22	1250
'22 - '23	1240

Budgeting

(For '22-'23 as compared to '18-'19)

Revenues:

81 additional students \$810,000

Costs:

2.2 Teacher FTE \$242,000

0.6 English

0.8 Social Studies

0.4 Math

0.4 Science

0.2 Counselor FTE \$22,000

Total deficit reductions of \$546,000

Please note that additional costs may come from additional support or special education services. However, considering that general education teachers are the greatest cost, these additional services are unlikely to remove the deficit reduction effects.

Process and Timeline for 2019-2020 School Year

Under this proposal the process for the 2019-2020 school year will mostly be focused on sustainable increase in frosh enrollment, and possibly adding students to the junior class. The sophomore class is already anticipated to be unusually large. Because of possible differences in graduation requirements between AUSD and other districts, elective senior transfers are not advised. Total AHS enrollment for 2018-2019 would increase by approximately 35 students.

Jan 2019: AHS and DO define a goal frosh enrollment and DO allocates FTE according to anticipated total AHS enrollment for 2019-2020 school year.

Feb & Mar 2019: AHS and AMS conduct course request process with all currently enrolled students in grades 8 through 11. (No change from current process.)

Mar & Apr 2019: AHS will use the number of course requests, plus the anticipated enrollment to plan the number of sections of each course.

Apr & May 2019: AHS will build the Master Schedule for the 2019-2020 school year, using course requests to minimize scheduling conflicts for students. (No change from current process.)

May 2019: AHS will build preliminary class schedules for all currently enrolled students, working with those students to address any course conflicts.

May 2019: AHS will communicate to DO the number of seats for transfer students at each grade level, and which elective courses are still available for new students.

June - Aug 2019: DO will enroll new transfer students who will complete course requests. As AHS receives new course requests, students will be scheduled into classes based on availability. AHS will periodically update DO regarding elective course availability.