

INTRADISTRICT OPEN ENROLLMENT

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also maximizing the efficient use of district facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

Enrollment Priorities

No student currently residing within the school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

The Superintendent or designee shall grant priority for the enrollment of a student in a district school *outside* of the student's attendance area, if the student:

1. Is enrolled in a district school designated by the California Department of Education (CDE as "persistently dangerous" (20 USC 7912: 5 CCR 11992)
2. Is a victim of a violent crime while on school grounds (20 USC 7912)
3. Is a victim of an act of bullying committed by the another district student, as determined through an investigation following the parent/guardian's submission of a written complaint with the school, district, or local law enforcement agency pursuant to Education Code 234.1 (Education Code 46600)

If the district school requested by the student is at a maximum capacity the Superintendent or designee shall accept an intradistrict transfer request for another district school. (Education Code 46600)

4. Is currently enrolled in a district school identified by CDE for comprehensive support and improvement, with priority given to the lowest academically achieving students from low-income families as determined pursuant to 20 USC 6313(a)(3) (20 USC 6311)
5. Is experiencing special circumstances that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either:
(Education Code 35160.5)
 - a. A written statement from a representative of an appropriate state or local agency,

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including, but not necessarily limited to, a law enforcement official or a social worker, or a properly licensed or registered professional, including, but not necessarily limited to, a psychiatrist, psychologist, marriage and family therapist, clinical social worker, or professional clinical counselor

- b. A court order, including a temporary restraining order and injunction.
6. Is a sibling of another student already attending that school
 7. Has a parent/guardian whose primary place of employment is that school
 8. Applicants to El Marino Language School, a School of Choice, shall be selected for each lottery in the following order:
 - a. Sibling applicants of students who reside within District boundaries and will be concurrently enrolled at El Marino.
 - b. Sibling applicants of El Marino alumni who reside within District boundaries and will be concurrently enrolled in a CCUSD school.
 - c. Applicants who reside within District boundaries or whose parent is employed by the Culver City Unified School District.
 - d. Interdistrict Transfer Permit applicants (reside outside of District boundaries).

Spaces available will be allocated as follows: up to 50% of spaces available shall be reserved for speakers of the target, or partner language, i.e., Japanese-speaking or Spanish-speaking applicants, as determined by Home Language Survey and/or a Japanese or Spanish language assessment; up to 50% of spaces available shall be reserved for non-target, or partner, language applicants, as determined by Home Language Survey. Non-target, or partner, language applicants must demonstrate proficiency in English.

9. Applicants to the Spanish Dual Language Program at La Ballona Elementary School, a School of Residence, shall be selected for each lottery (English and Spanish) in the following order:
 - a. Sibling applicants of students who reside within District boundaries and will be concurrently enrolled at La Ballona.
 - b. Sibling applicants of La Ballona alumni who reside within La Ballona's attendance boundaries and will be concurrently enrolled in a CCUSD school.
 - c. Applicants who reside within La Ballona's attendance boundaries.
 - d. Sibling applicants of La Ballona alumni who reside within District boundaries and will be concurrently enrolled in a CCUSD school.

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- e. Applicants who reside within District boundaries or whose parent is employed by the Culver City Unified School District.
- f. Interdistrict Transfer Permit applicants (reside outside of District boundaries).

Spaces available will be allocated as follows: up to 50% of spaces available shall be reserved for speakers of the target, or partner, language, i.e., Spanish-speaking applicants, as determined by Home Language Survey and/or a Spanish language assessment; up to 50% of spaces available shall be reserved for non-target, or partner, language applicants, as determined by Home Language Survey and English language assessment, where applicable. Non-target, or partner, language applicants must demonstrate proficiency in English.

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, and Board policy, applications for intradistrict open enrollment shall be submitted according to the dates below:

- Grades TK and K - between February 10 and March 17 of the school year preceding the school year for which the transfer is requested.
- Grades 1-5 - between April 15 and May 15 of the school year preceding the school year for which the transfer is requested.
- Students enrolling in CCUSD outside of the above application dates, may request an intradistrict transfer and/or dual language program application within 10 days of completing enrollment. If eligible, placement will be determined based on space availability and after all initial lotteries and waitlists have been exhausted.

The Superintendent or designee shall calculate each school's capacity in a non-arbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for the enrollment priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine which students shall be admitted whenever a district school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance. However, existing entrance criteria may be used for enrolling students in specialized schools or programs provided that the criteria are uniformly applied to all applicants. In addition, academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. Performance on Japanese or Spanish or English language assessments and the Home Language Survey will be used to determine eligibility for the Japanese or Spanish Dual Language Program. (Education Code 35160.5)

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Transportation

In general, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

However, upon parent/guardian request, the district shall provide transportation assistance to any student who is eligible for free or reduced-price meals and whose enrollment in a district school outside the student’s attendance area is a result of being a victim of bullying. (Education Code 46600)

CULVER CITY UNIFIED SCHOOL DISTRICT

Culver City, California

Policy Adopted:	January 20, 1998
Policy Revised:	September 11, 2007
Policy Revised:	April 27, 2010
Policy Reviewed:	January 24, 2012
Revised Policy Adopted:	February 14, 2012
Revised Policy Reviewed:	January 14, 2014
Revised Policy Adopted:	January 28, 2014
Revised Policy Reviewed:	January 23, 2018
Revised Policy Adopted:	February 27, 2018
Policy Reviewed:	December 12, 2023
Policy Revised:	January 23, 2024