



# Huntington Beach Union High School District Board Policies and Administrative Regulations

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## Students

### District Transfers

#### Definitions

Intradistrict transfer means a student whose parent or guardian resides within the District's boundary of enrollment and wants to attend an alternate district school other than his/her assigned "home" school. (Education Code 48352)

Interdistrict transfer means a student whose parent or guardian resides outside the District's boundary of enrollment and has been released from his/her home district to enroll in the Huntington Beach Union High School District. Interdistrict transfers are subject to approval by the Huntington Beach Union High School District.

District employees means a person employed by the Huntington Beach Union High School District in a regular full-time or part-time position (not a substitute position).

The Superintendent or designee shall identify those schools which may have space available for transfer students. A list of those schools and Intradistrict transfer applications shall be available at each school site, the district office, and/or on the district's web site.

#### Transfer Applications into a District School

Enrollment priority shall be available to students who reside within this district. No student who resides within a school's attendance area or who is currently enrolled in a school shall be displaced by a student who is transferring pursuant to Education Code 48350-48361 or 5 CCR 4700-4703. (Education code 48354, 48356)

Applications shall be submitted within the deadlines established by Board Policy.

#### Enrollment Priorities

Students applying for Intradistrict transfers shall be assigned priority for approval as follows if space is not available to honor all timely requests: (Education Code 48356)

## District Transfers

### Enrollment Priorities (Con't)

The order of placement for students with “home” attendance boundaries is as follows:

1. All Resident students who reside in the attendance area of the school.
2. Resident (Intradistrict transfer) students with siblings enrolled at the designated site.
3. New Resident (Intradistrict transfer) students.
4. Interdistrict transfer students of district employees.
5. Interdistrict transfer students with siblings enrolled at the designated site (Education Code 48306).
6. Interdistrict transfer students currently enrolled in the district.
7. New Interdistrict transfer students.

After the enrollment priorities have been applied in accordance with Board Policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. If the number of students who request a particular school exceeds the number of spaces available at that school, the Superintendent or designee shall conduct a lottery, in the group priority order identified in items above, to select students at random until all of the available spaces are filled. (Education Code 48356)

A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Openings which occur later during the year will be filled only by applicants whose names are drawn in the lottery. Late applicants shall not be added to the waiting list for the current year, but shall instead wait for a subsequent lottery.

The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.

Approved applicants must confirm their enrollment within 10 school days.

Once enrolled, a student shall not be required to reapply for readmission. However, the student may be subject to displacement due to excessive enrollment.

Any complaints regarding the Intradistrict transfer process shall be submitted in accordance with the applicable complaint procedure.

## District Transfers (Con't)

### Lottery Procedures

1. The lottery drawing will be open to the public.
2. The lottery will be conducted by the Assistant Superintendent of Educational Services or designee.
3. All applicants will be placed in the lottery based upon the priority order listed above.
4. The drawing will be random.
5. The names of the students will be placed on a list for spaces in order in which they are drawn.
6. Spaces will be allocated based on the order of the lottery drawing and space available in designated grade level at the designated site.
7. Siblings shall be entered into the lottery jointly (one drawing entrance). However, should the siblings' names be drawn, the second (or third) sibling will be given the same order in the lottery.
8. Parents are not required to attend the lottery. Once the lottery is complete, a list of successful applicants will be created at the designated school site and maintained at the district office in order for registration to take place.
9. Parents of successful applicants will be contacted by phone and/or email to register their child. Approved applicants must confirm their enrollment and register within 10 school days.
10. Parents will be contacted by mail, phone and/or email to register their child at other schools in the district should they not obtain a place at requested site for their child.
11. A waiting list will be maintained, based on the order of the lottery draw. Parents are encouraged to register at one of our other schools.

### Selection Procedures

1. Athletic eligibility rules for California Interscholastic Federation (CIF) will apply in all instances.
2. The Intradistrict transfer period for HBUHSD students will be determined by the Assistant Superintendent of Educational Services during of the school year preceding the school year for which the transfer is requested. Continuing students who wish to change schools, and incoming 9th grade students from feeder districts may petition only during the designated time period. Parents of continuing students (grades 9, 10 and 11) and parents of students in our feeder schools will be notified by telephone, mail and/or email of the exact Intradistrict transfer dates and process for submitting Intradistrict transfer requests.

District Transfers (Con't)

3. Students enrolling in the district following the final day of second semester are required to attend the high school for the boundary in which they reside for the following school year.
4. Admission to a particular school shall not be influenced by a student's academic or athletic performance except insofar as academic standards are required for admission to districtwide magnet programs or courses for academically talented students. Such standards shall be uniformly applied to all students. (Education Code 35160.5)

Notifications

Notifications shall be sent to parents/guardians, or made available on the district's web site each school year describing all current statutory attendance options and local attendance options available in the district including: (Education Code 48980)

1. All options for meeting residency requirements for school attendance.
2. A description of any special program options available, if any, when a change of school is denied.
3. A description of the procedure for Intradistrict transfers.

Policy

Adopted 8-27-96  
Revised: 12-9-97  
Revised: 9-11-00  
Revised: 12-8-03  
Revised: 2-11-14  
Revised: 4-10-18