

# Los Gatos-Saratoga Union HSD

## Administrative Regulation

### Interdistrict Attendance

AR 5117

#### Students

#### Filing a Request for an Interdistrict Attendance Permit

All Interdistrict Attendance Agreements must originate with the district of residence. Parent(s)/guardian(s) wishing to request that their child be transferred from their district of residence to the Los Gatos-Saratoga High School District (LGSUHSD) must complete the "Request for Interdistrict Attendance Permit" form and submit it to their district of residence. This form may be obtained from the resident district's administrative office.

Parents/guardians will be notified of any action taken by the Los Gatos-Saratoga Union High School District. All decisions will be made in accordance with the timeliness set by law.

When approval for the release of the student has been granted by the district of residence, that district forwards the request to the LGSUHSD.

Response to the request from the district of residence will comply with the following timelines:

- \* Requests for the current school year - 30 calendar days from receipt of request.
- \* Requests for the subsequent school year - 14 calendar days from the start of instruction in the school year.
- \* Requests for the subsequent school year which are made fewer than 30 days before the first day of school must be resubmitted after the start of school and will then be considered as requests for the current school year.
- \* Requests which have been granted will be in force for one school year and will remain in force only if the student meets the attendance, behavior and academic requirements of the district.

#### District Procedure for Review of Interdistrict Attendance Permit Request

1. Request is received from student's residence district (transferring district).
2. A student whose parent(s)/guardian(s) is a full-time employee of the district, the Saratoga Union Elementary School District, the Los Gatos Union District, or the Loma Prieta Joint Union District will be approved, space permitting. A classified employee working 35 or more hours per week shall be designated a full-time employee. A certificated employee working 80 percent

or more shall be designated a full-time employee for purposes of this regulation.

(cf. 5111 - Admission)

3. If request is approved, student may proceed to assigned school and register. The district reserves its right to revoke/rescind the interdistrict agreement if the student does not maintain acceptable attendance, acceptable behavior (citizenship) and acceptable grades (scholarship). Acceptable grades are defined as a C average or above. Acceptable behavior and acceptable attendance requires that a student not be referred to the administration for inappropriate behavior or for inadequate attendance.

### Appeals

If the request for interdistrict transfer is not approved, the parent/guardian may appeal to the Superintendent. The Superintendent, as designee for the Board may uphold the denial of the request by the Superintendent's Designee, or, may approve the request. Factors that may be considered include a demonstrated genuine hardship, or exceptional/extraordinary circumstance, or verifiable planned move into the district.

Appeal factors that may be considered:

1. A demonstrated genuine hardship
  - a. Written documentation provided by a qualified professional of problems with the student's psychological or physical well-being.
  - b. Written documentation provided by a qualified health expert, peace officer, school official or other professional documenting danger to the student's health or safety.

2. An exceptional cause

The parent/guardian must specify, describe and demonstrate the type of exceptional or extraordinary circumstance which could affect the student's success in school by written documentation.

3. Planned move
  - a. Verifiable written documentation of parent/guardian plan to move into the district within the semester student is seeking enrollment.
  - b. Verifiable written documentation of parent/guardian plan to move from the district and need for educational continuity for one semester.
4. "Hardship" and "exceptional or extraordinary circumstance" shall be understood to exclude inconvenience to the parent(s)/guardian(s) or matters of personal preference.

The Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

(cf. 5145.6 - Parental Notifications)

The Los Gatos-Saratoga High School District will consider requests for interdistrict agreements for students expelled from another district pursuant to Education Code 48915.1.

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Interdistrict attendance permits or applications shall not be required for students enrolling in a regional occupational center or program. (Education Code 52317)

Any student found to be living outside the district boundaries will be dropped from enrollment. Hardship cases will be considered by the Superintendent based on specific guidelines provided to the Superintendent by the Board of Trustees.

From Los Gatos-Saratoga High School District to Another District:

All requests to leave the Los Gatos-Saratoga High School District will be considered. Forms for interdistrict agreements will be available in the district office.

Regulation    LOS GATOS-SARATOGA UNION HIGH SCHOOL DISTRICT  
approved: November 6, 2007        Los Gatos, California  
revised: November 30, 2011  
revised: June 30, 2017  
revised: February 21, 2019