

**Palo Alto Unified School District
Administrative Regulation
AR 5111.21**

**Students and Student Services
Admission
NON-RESIDENT ATTENDANCE**

1. Categories of Attendance:

Category 1: Students Who Do Not Require Transfers to Enroll

a. **Resident Students.**

The district shall maintain standards for establishing proof of residency within the district which are applicable to all new enrollees or students who change residency after enrollment. New students are required to provide valid proof of residency at the time of enrollment.

b. **Affidavits of Residence and Responsibility**

- i. In all cases where students are residing with someone other than a parent or legal guardian, both the parent and the responsible adult resident shall be required to complete an Affidavit of Residence and Responsibility through Central Attendance in person prior to the enrollment in school. Affidavits must clearly specify which person will take responsibility for various aspects of the student's adjustment in school.
- ii. Parent or guardian and the adult resident must present proof of residence as a prerequisite to enrollment. Verification of relative status may be requested where this is deemed appropriate and foster home licensing must be secured for non-relatives prior to final approval of the affidavit.
- iii. A completed copy of the affidavit will be provided to the adult resident and the school of attendance noting the conditions of enrollment or any other matters which remain to be resolved.
- iv. In those instances where the parent or legal guardian resides in close proximity to the district of desired attendance or where the circumstances of enrollment are questionable, an Attendance and Welfare officer will be assigned to complete periodic home visits and provide definitive verification of actual residency in the district.

c. **Students in Institutions or Foster Homes**

- i. Students who reside in a licensed institution or family home as a result of court or voluntary placement by the parents as listed in California Administrative Code 80105 should present proof of such placement to the school of attendance at the time of enrollment. The district must verify foster home licensing for any person who accepts the care and

control of a minor when this person is not a legally defined relative of the student (CAC 80031).

- ii. In all other respects, students in this category must be treated as resident students for the purposes of school attendance. The district retains the discretion to determine the most appropriate school or site placement after evaluation of the student's past history and current educational status.

d. **Foreign Students:**

Foreign students whose parents reside in the district shall be treated as resident students once enrolled and will follow the same procedures as outlined for resident students.

e. **Voluntary Transfer Program:**

A student who is accepted under the Voluntary Transfer Program will remain in the PAUSD as long as the criteria are met.

f. **Category 2 – Students Who Require Approval in Order to Enroll:**

Students in this category must follow specific procedures outlined for their group in order to enroll in the district.

g. **Students not included in the total number for whom enrollment will be granted when there is hardship involved:**

i. **Students who have been legally enrolled as resident students for at least 90 school days:**

These students may complete the semester or the end of the year upon approval of the site administrator. If parents move after the student has completed the 11th grade as a legally enrolled student, the student may continue at the present school for 12th grade at the discretion of the site administrator (senior privilege).

ii. **Students who wish to attend in a “guest” or “audit” capacity:**

Students may apply to do so on a short-term basis, subject to the approval of the site administration.

iii. **Students in foreign exchange program:**

The school district will accept students who are enrolled in approved foreign exchange programs as long as the numbers are not prohibitive and the student's enrollment is in the best interest of the district. Foreign students are subject to the same rules and regulations as residents and nonresident students. Foreign exchange program sponsors are assumed to be acting in loco parentis, and these individuals will act in the student's behalf in all matters related to school attendance and performance. If difficulties arise in the placement, it shall be the responsibility of the sponsoring program to secure alternative living arrangements for the students. The granting

of a diploma will not be guaranteed for any student enrolled in this category.

h. Students included in the limitation on acceptance:

i. Interdistrict Transfers:

- 1) Students shall attend school in their district of residence unless it is determined by both the district of residence and the requested district of attendance that such attendance is not in the best health and/or educational interests of the student.
- 2) Parents or legal guardians must secure a release from their district of residence to begin the transfer process. If approval is granted by the district of residence, the district of attendance shall then determine whether to issue the interdistrict transfer permit.
- 3) Students who have one or more parents employed by the Palo Alto Unified School District may apply for admission. Applications will be reviewed and decisions will be made using the criteria for an interdistrict transfer.
- 4) The Palo Alto Unified School District shall consider space availability as defined in administrative guidelines and whether there is negative financial impact on the district by the enrollment of the student requesting the transfer. In addition, the district will use the following criteria in determining whether to grant an interdistrict transfer:
 - a) **District Interest:**

When both districts involved determine it to be in their best interests for a student to attend in the other district.
 - b) **Hardship:**

When it is determined by the administration through evidence provided that there are psychological, sociological, financial or environmental reasons indicating that it is essential to the student's well-being that a transfer be granted.
- 5) No nonresident student shall be enrolled prior to the approval of an interdistrict transfer by both districts except in unusual circumstances. Conditional registration may be granted pending final approval of the transfer only by mutual agreement of the two administrators responsible for attendance in both districts. For a period not to exceed two school months, the district may admit a student provisionally pending a decision by the boards of education or an appeal to the County Board of Education.
- 6) The Board of Education delegates to the Superintendent the responsibility for approval or denial of enrollment. Appeals of denials of interdistrict transfers may only be directed to the County

Board of Education within the required time line.

- 7) Prior to enrollment of a nonresident student in the Palo Alto Unified School District, an agreement shall be on file in the Central Attendance Office, or be in the process of completion, stating the financial agreement between the district of residence and the Palo Alto Unified School District for the tuition payment of the identified student.
- 8) Interdistrict transfers shall be granted for one school year or the balance thereof and may be renewed at the discretion of the two districts involved.
- 9) Should it be determined, subsequent to a student's enrollment, that the student demonstrates significant problems in attendance, performance, or behavior, the interdistrict transfer may be rescinded at any time during the term of the agreement.
- 10) If the school district denies or fails to enter into an interdistrict agreement within 30 days of the request, parents should be advised of their right to appeal the district's action to the County Board of Education.

(Revised 5/94)

ii. **Parent Employment in the District (Allen Bill)**

- 1) Students in grades K-8 whose parent or legal guardian is employed within the school district boundaries may apply to the district of residence to enroll in the district of the parent's employment on a space available basis. The criterion of serious hardship will be applied and students will be subject to the limitations on all non-resident students set by the district in any given year.
- 2) Students are required to complete an application and secure approval from the district of residence and verification of employment in the district as a prerequisite for consideration of employment-related attendance.
- 3) The district may deny enrollment in this category when it can be demonstrated that there are increased costs to the district for the education of the applicant and no hardship can be demonstrated.
- 4) The district will have no responsibility for transportation or child care to secure continuing enrollment in this category.