

**Palo Alto Unified School District  
Administrative Regulation  
AR 5116.2**

**Students and Student Services  
Enrollment  
ENROLLMENT PROVISIONS**

**1. Kindergarten Placement.**

Kindergarten applicants will generally attend the school in their attendance area. Given that maintaining an appropriate class size is a priority, the district may place students in kindergarten classes outside their attendance area. In the event that the kindergarten enrollment is greater than the available space in a specific school, student assignments to neighborhood schools shall be made in accordance with the following order of priority:

- a. Voluntary Transfer Program students pursuant to the Voluntary Desegregation Court Order;
- b. children who are residents of a neighborhood attendance area shall be selected for admission to that school in the following order of priority:
  - i. students with a sibling presently enrolled during the applicant's kindergarten year
  - ii. lottery selection for students who met the February registration timeline
  - iii. overflow students who met the February registration timeline
  - iv. lottery selection for students who registered after the February registration timeline
- c. children applying for intradistrict transfer (see Administrative Procedure for K-12 Intradistrict/Open Enrollment Transfer Requests)

NOTE: Students in the 1999-2000 Young Fives Program and two additional administratively assigned students shall be placed in their neighborhood schools for the 2000-01 school year.

**2. Grades 1 through 5.**

Students enrolled in grades K-4 shall continue their enrollment at that school from year to year through the fifth grade. When there is no space at the neighborhood school, newly registered students will be temporarily assigned to schools outside their attendance area. Students who are temporarily assigned to other elementary schools (overflow students) may have the option of returning to the school in their attendance area in the order of their wait-listed position. Overflow students shall have priority to return to the school in their attendance area over students requesting Intradistrict transfer to that school (see Overflow Students – Administrative Procedure.

Enrollment of students new to the district in a specific school shall be made on the basis of space availability. In schools where the space is limited, intradistrict transfers, except for siblings' applications, will not be accepted, and student assignment shall be made in accordance with the following priorities:

- a. Voluntary Transfer Program students; and
- b. Students new to that school's attendance area.

**3. Choice Programs.**

The application and selection process (including sibling(s), Young 5s, Voluntary Transfer Program and other priority admission consideration groups) shall be consistent for elementary,

middle and high school alternative programs and be made available to all applicants seeking admission to any of the choice programs.

- a. Enrollment in alternative programs will be on a non-discriminatory basis.
- b. Information about the availability of alternative programs will be provided to all families and with sufficient time to ensure that all families may indicate their interest in the program.

4. **Leaves of Absence.** (A temporary Leave of Absence typically not exceeding one year)

- a. The Principal shall inform the Central Attendance Office of the last day of enrollment and anticipated date of return for students withdrawing from the school because of a leave of absence.
- b. The parent/guardian requesting a leave of absence shall:
  - i. identify the withdrawal and return date
  - ii. be advised that space may not be reserved beyond 20 days of the identification date of return
- c. Every effort should be made to reserve a space at the student's school in order to maintain educational continuity upon re-entry; e.g., the student's seat shall not be granted to an interdistrict transfer applicant.
  - i. In grades kindergarten through third, space may not be reserved if a new neighborhood resident registers.
  - ii. In grades four and five, space may be reserved, provided class size average contractual agreements are not violated.
- d. The Principal shall inform the parent of the option to electronically re-enroll their student(s) prior to the conclusion of the sabbatical leave by selecting Central Attendance on the district's web site ([www.pausd.palo-alto.ca.us](http://www.pausd.palo-alto.ca.us)).
- e. In the event that a returning student's seat has been assigned to a newly registered resident of the neighborhood school, the returning student shall receive first priority for readmission.

5. **Overflow Students**

- a. When there is no space at a neighborhood school, students shall be overflowed to a school as close to their home school as possible.
- b. It is the Principal's responsibility to ensure that all overflowed students receive priority placement consideration for return to their neighborhood school once an opening develops.
- c. Principals shall maintain a waiting list for students desiring entry into the requested school and notify parent/guardian when an opening occurs.
- d. Once an opening occurs at the neighborhood school, the overflowed student has the right to immediately return to the home school.
  - i. If more than one student is on a wait list for that grade level, immediate placement is required or the student's name is placed in the last wait list position.
  - ii. If the wait list consists of one student, that student's return to the neighborhood school will be at a time determined by the principal.
- e. Overflowed students – sibling considerations
  - i. When a sibling of an overflowed student registers for school, that sibling shall be assigned to the neighborhood school
  - ii. In the event that the neighborhood school does not have room for the newly registered

sibling, the new student shall receive priority consideration for placement at the school their sibling attends.

- iii. In the event that the parent/guardian wants both students to attend the same overflow school and space is available, every effort shall be made to place the students at the requested school.
- iv. Neither 5b or 5c will be considered a waiver of the right to return to the neighborhood school when a space becomes available, unless the parent/guardian obtains an intradistrict transfer to the overflow school.

(Revised 1/00)

## 6. K-12 Intradistrict/Open Enrollment Transfer Requests

- a. Registered neighborhood residents shall be placed before intradistrict transfer requests are considered.
- b. Principals may not save spaces for anticipated (students not registered) neighborhood residents.
- c. All applicants for a non-neighborhood school shall complete an Intradistrict Transfer form.
- d. Elementary level intradistrict transfer requests for the next school year shall be submitted no later than the second week in August.
  - i. Siblings: priority consideration will be given when an applicant has a sibling in the requested school.
  - ii. Intradistrict transfer applicants shall be selected by lottery if the requested school has a principal certified opening.
  - iii. If there is no room at the requested school, the intradistrict transfer request shall be denied.
  - iv. The neighborhood principal responds to intradistrict transfer requests no later than five (5) days prior to the opening of school.
- e. Secondary level intradistrict transfer requests for the next school year shall be submitted no later than the second week in August.
  - i. Siblings: priority consideration will be given when an applicant has a sibling in the requested school.
  - ii. Intradistrict transfer applicants shall be selected by lottery if the requested school has a principal certified opening.
  - iii. If there is no room at the requested school, the intradistrict transfer request shall be denied.
  - iv. The Central Attendance Office responds to intradistrict transfer requests no later than five (5) days prior to the opening of school.

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