

**Palo Alto Unified School District
Board Policy
BP 5111.21**

Students and Student Services

Admission

NON-RESIDENT ATTENDANCE

Students attending school in the Palo Alto Unified School District fall into resident and non-resident categories. Non-resident students are defined as students who attend district schools whose parents or legal guardians reside outside of the boundaries of the district or students who themselves reside outside of the district and desire attendance. The basis of the Palo Alto Unified School District's attendance policy is that students are expected to attend school in the district where the parent or guardians are residents unless they qualify as an exception in one of the categories noted below.

- a. Categories of Attendance. Students attending in the district fall into two major categories of attendance.
 - i. Category 1: Students who do not require transfers to enroll:
 - 1) Students living with parents or guardians who reside in the district.
 - 2) Students on affidavits of residence and responsibility.
 - 3) Students in licensed institutions or foster homes.
 - 4) Foreign students residing with parents using valid visas authorizing school attendance.
 - 5) Students assigned through the Voluntary Transfer Program.
 - ii. Category 2: Students who require special approval to attend. The Board will determine the total number of students to be accepted in Category 2 each year.
 - 1) Students not included in the total number for whom enrollment may be granted:
 - a) Students whose families move out of the district after 90 days of attendance and wish to complete the year in their current schools.
 - b) District residents or non-residents attending in a "guest" or "audit" capacity on a short-term basis, subject to the approval of the site administration.
 - c) Students in foreign exchange programs who meet district criteria for enrollment.
 - 2) Students included in the limitation on acceptance:
 - a) Students who have qualified for interdistrict transfers who meet district criteria for enrollment.
 - b) Students whose parents are employed in the district. (Allen Bill)
 - c) Children of Palo Alto Unified School District contract employees.

b. Attendance Priorities.

- i. Primary consideration for enrollment will be given to those students in Category 1 who qualify as district residents and meet the requirements as outlined in their specific categories. The district shall maintain written entrance requirements which include verification that the parent or guardian of the child resides within the attendance boundaries of the district or can provide other proof of resident status as defined by the Office of Central Attendance.
- ii. All students, regardless of category, will be required to provide proof of proper immunization, age, and/or physical examination as outlined in the administrative regulations.
- iii. Annually the Board of Education will determine the maximum number of students to be enrolled from category (2)(b). The Superintendent may authorize admittance of students up to the limits established by the Board using relative hardship as the primary criterion for evaluating requests. Those students who present multiple reasons for needing placement in the district will be given the greatest priority for consideration when the number of applicants exceeds available spaces.
- iv. The administration shall maintain a list of the criteria for consideration of enrollment in category (2)(b), in order to assist in prioritizing requests. Full-time employees in the Palo Alto Unified School District may request transfers for their children and will be given priority for enrollment should the district of residence give approval. These requests will be granted on a space available basis under the category of “district interests.” At the administration’s discretion, other non-resident students who demonstrate significant hardship may preclude the enrollment of students in this category.