



## **SPRING OPEN ENROLLMENT AND INTRADISTRICT TRANSFERS**

### ***What is Spring Open Enrollment?***

Twin Rivers USD is having a second Open Enrollment period this year to accommodate families who are affected by school reconfiguration. Families who prefer a school other than their new home school placement can participate in our special Spring Open Enrollment from May 3-21, 2010. This is an opportunity to apply to transfer to another Twin Rivers school for the 2010-11 school year. If you have already been approved for open enrollment previously, you do not need to reapply for the same school. (**Please note: this does not apply to students living outside the district.**)

### ***What is the difference between Open Enrollment and an Intradistrict Transfer?***

Both involve transfers between schools within Twin Rivers USD. Parents are responsible for transporting their children to and from school. Open Enrollment takes place during a specific period of time each year and agreements do not need to be renewed for that school site once approved. When a student transitions from elementary to junior high school and junior high to high school, the application needs to be submitted again.

Intradistrict transfers are renewed annually and can be revoked due to attendance and behavior concerns after interventions have been tried (SST/SART, behavior support plan, etc.). Intradistrict Transfers are coordinated between the principals of the home school and the requested school. A copy of the form is sent to the Family and Community Involvement Department, but the sites make the decision to approve or deny.

In both cases, the parent is responsible for transporting their child to and from school. For Special Education students, the Special Education Department must approve the transfer based on space availability in the required program at the requested site.

### ***Where do I get an Intradistrict Transfer form?***

They are available in our school offices or online. The administrator from your home school will talk with you about the request to transfer first. If the principal agrees to release your student, the transfer then goes to the requested school. Transfers can be denied by either principal due to over-crowding, lack of resources at the school, behavior or attendance concerns. Intradistrict transfers can be done at any point in the school year for the current year or the next year.

### ***When is Spring Open Enrollment in Twin Rivers?***

Spring Open enrollment is from May 3 – May 21, 2010 for the 2010-2011 school year.

***Where do I get the Spring Open Enrollment form?***

The form is available at our school sites, in the Family and Community Involvement Department and online at <http://www.twinriversusd.org/depts/involve/> beginning May 3, 2010.

***What do I need to do to apply for Spring Open Enrollment?***

Complete the Open Enrollment application and submit it to the Family and Community Involvement department by 4:30 p.m. on Friday, May 21, 2010. It can also be faxed to 566-3586 or dropped off at your school by the deadline.

***How are Open Enrollment applications approved or denied?***

Applications must be received by 4:30 p.m. on Friday, May 14<sup>th</sup>. We hope to be able to accommodate all Open Enrollment requests, but if there are more applications than available space, a lottery will be held. Approval will be granted based on the space available at the requested school and priority will be given if there is already a sibling on Open Enrollment at that school. Parents are able to request 2 schools that they are interested in. If the 1<sup>st</sup> school is not available, every attempt will be made to place the student at the school that was the 2<sup>nd</sup> request.

***If my child is approved for Open Enrollment by TRUSD, do I still have to fill out the enrollment packet at the school?***

Yes. Parents will be required to complete the enrollment packet, provide proof of residence in Twin Rivers and proof of immunizations. Each site will receive a list of students that have been approved for Open Enrollment.

***Once my child is approved for Open Enrollment, can the agreement ever be cancelled or revoked?***

Open Enrollment students may be displaced due to excessive enrollment of resident students at that school.

<b>Questions?</b> Contact the Family and Community Involvement Department at 566-1788.
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