

# CAMBRIAN SCHOOL DISTRICT

## Board Policy

**Procedure 5116.1**  
Approved: **April 4, 2024**  
Page 1 of 4

### STUDENTS

#### Intradistrict Priority Enrollment

#### Intradistrict Attendance Transfer Requests

Parents/guardians of any student who resides within the Cambrian District boundaries may request attendance at any District school.

Students whose residence is out of the District's boundaries, currently attending a Cambrian charter school, and who would like to request an Intradistrict transfer to Bagby or Steindorf must also obtain an approved interdistrict transfer by their district of residence. (cf. 5117 Interdistrict Attendance Agreement)

Parents/guardians assume all responsibility for transportation and/or the safety of the student in traversing routes or crossings not in normal attendance patterns.

#### Priority Enrollment Period

The Priority Enrollment period opens on the 4th Monday in January and will close by 5 PM on March 1<sup>st</sup> or the nearest weekday, for next school year. Only during this period, parents/guardians of students may apply to attend district schools outside their attendance area.

- A. Students currently attending a Cambrian School can request movement to any other Cambrian School using an Intradistrict Transfer Request Form. Request forms will be available at all school site offices, the Cambrian District office and on the Cambrian District website under the 'Enrollment' tab.
- B. All requests must be submitted to the Cambrian School District office by March 1<sup>st</sup> at 5 PM or the nearest weekday during the Priority Enrollment period.
- C. Incoming students (not currently attending a Cambrian School) will request their school of choice while registering using Cambrian's online registration system.
  - a. Out of district residents: After March 1st, if space is not available at the requested school, students may be added to the bottom of the waiting list.

#### Approval of Requests

- A. Requests made for the next school year by March 1st are honored **when space is available** ~~automatically if the resulting total number of students currently enrolled is less than 96% of the grade level/school's capacity.~~

- B. Depending upon the lottery number, enrollment requests may be accepted or placed on waiting list status.
- C. Students with Independent Education Plans (IEP) must have the approval of the Director of Student Services prior to entering the lottery to ensure program space or services are available at the Cambrian School requested.

### **Notification**

The Superintendent or designee shall provide written notification to applicants as to whether their application has been approved, denied, or placed on a waiting list.

- A. Approved applicants must confirm their placement within 10 school days.
- B. If an Intradistrict request is denied, the reason for denial shall be stated.

### **Lottery**

If the number of requests exceeds the available space in the school or in a grade level within a school, a priority, and a random unbiased lottery system will determine the order in which students will be admitted. The first student number drawn using the priority and lottery system will be the first student admitted as space occurs.

Waiting list students will be notified when a space becomes available until March 1 of the school year which was requested and prior to the lottery for the following school year. Lists will be terminated after March 1 of the school year requested.

If space is not available at the requested school, Cambrian resident students will be automatically enrolled in a school within their attendance area.

Out of district students on the waiting list should enroll in their district of residence.

### **Lottery Process**

The lottery will be a random, unbiased selection, conducted by the district on or before the last week in May.

A public announcement of the date and time of the lottery will be posted on the Cambrian District website, at least one week prior to the lottery, so participants may attend if desired.

Written results of the individual student's rank according to the lottery will be emailed to involved families prior to the end of the school year.

To protect the privacy of all involved students, no document will be distributed listing the names of these students.

## Lottery Priority Groups

Priorities will determine the order in which students are assigned to schools.

### A. First Priority **Group**:

- Siblings of students who currently attend the requested school and reside within the attendance area and
  - will be returning the following school year or
  - is graduating from 5th or 8th grade in the year the request is made or
- Children of Cambrian School District employees who work for a minimum of 20 hours per week at the school site that is being requested, or
- Employees who work at multiple school sites or work at the District Office location may request their children to attend any one of the Cambrian School sites.

### B. Second Priority **Group**:

- New students who reside in the school's attendance area or
- Students with resident status in the Cambrian School District. (cf. 5111.1 District Residency)

### C. Third Priority **Group**:

- Siblings of students who reside out of the district boundaries and whose sibling is currently attending the requested school and
  - will be returning the following school year or
  - is graduating from 5th or 8th grade in the year the request is made

### D. Fourth Priority **Group**:

- All students whose residence is out of the district.
  - Students requesting a transfer to Bagby or Steindorf must also obtain an approved Interdistrict transfer from their district of residence. (cf. 5117 Interdistrict Attendance Agreement)

## Multiple Child Provision

If a family participating in Priority Enrollment has twins, triplets... the number pulled for the family will be assigned consecutively for the next twin, triplet ...sibling. For instance, if there are twins and the number 10 is selected for the family in the lottery, they will be assigned 10 and 11, with the next number drawn being designated 12.

## Waiting Lists

All waiting lists established by a lottery will be terminated on March 1 of each school year. No Intradistrict transfers will be accommodated for the current school year after March 1. The Superintendent may authorize emergency transfers at their discretion.

## **Return of Student to Home School**

A student accepted under an Intradistrict transfer may be returned to their home school after the first day of school if enrollment of an attendance area student would result in a regular education class exceeding grade level capacity or other extenuating circumstances.

Students shall be returned based on their lottery number; for example, the enrolled pupil with the highest number or date of application will be returned first.

Continued enrollment is assured for the balance of the school year *after* the first week of school (except in extenuating circumstances).

Students placed through Priority Enrollment relinquish their right to attend their attendance area school until the next Priority Enrollment period. During the Priority Enrollment period, students may request to return to their attendance area school.

Transfer requests back to their school of attendance area made at times other than during the Priority Enrollment period will be given the same consideration as all other transfer requests and approved if an opening occurs.

## **“Closed” Enrollment**

A grade level at any school site may close to Intradistrict Transfers when the enrollment for the grade level or program is at capacity.