



Pajaro Valley Unified School District

Student Services

“Focusing on the academic needs of the students in the Pajaro Valley Unified School District”

2009-2010 Open Enrollment Intra-District Transfer Process

Listed below are the steps to follow for the Open Enrollment process beginning November 1, 2009. Be sure to use the Intra-District Transfer forms that were revised October 2009.

Incomplete or incorrect forms will be returned to the school site to be corrected. This may delay the application process and cause the Open Enrollment deadline to be missed. Please review all forms carefully and follow the procedures listed below.

- 1) Parent/guardian will start the process at the school of residence.
 - Parent/guardian completes the top portion of the form and leaves the form at that school.
 - Please review the form and make sure the top portion is completely filled out, the Open Enrollment section is marked, and the form is **signed by the parent/guardian**.
 - Note the date you received the form in the top left hand corner.

IMPORTANT POINTS TO REMEMBER:

****To support parents and improve customer service, check with the parent about any Special Education needs, if applicable.***

****Generally go over the form to see if everything has been filled in.***

NOTE: From Monday, December 21st on, parents will have to use the Box #2 “OTHER” category on the form. All “OTHER” Intras will be added to our Wait List as they come in.

- 2) Make a copy of the form for your records and one for the parent. **Forward the original form to Student Services.** The last day to accept Intras for the Open Enrollment Lottery is **Friday, December 18th**.
- 3) By Friday, January 29th, an Open Enrollment lottery will be conducted by the Student Services staff. These Open Enrollment wait lists will then be provided to each school site by **Friday, February 12th**.

- 4) Prior to **Friday, February 26th**, schools must make a decision regarding the approval or denial of the students on the Open Enrollment list. You should initial the approved or denied column next to the student on the spreadsheet you will be sent. The list should be sent back to HR by Monday, March 1st.
- **Site administrators should approve Intras in order according to the wait list.**
 - As you start to approve the requests on your list, please notify the parents.

Those requests that are not approved by March 1st will automatically be placed on the wait list. As per Board Policy, the Student Services Department must inform parents if their child is placed on the wait list for the following school year by **Friday, June 18th**.

It is our goal that having a clear, written process in place will be helpful to all District families and staff. Please let us know if you have any questions or comments regarding this.