

**St. Helena Unified School District  
School District of Choice Transfer**

For school year: 2016-17  
For grade in 2016-17: \_\_\_\_\_

Use a separate form for each child. Please type or print. See reverse for information about the School District of Choice program.  
**Application must be received by the School District of Choice prior to November 30, 2015\* for the 2016-2017 school year.**

**Part A: Parent/Guardian completes this section and returns all copies to St. Helena Unified School District.**

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
School District of Choice: \_\_\_\_\_ County: \_\_\_\_\_  
School Requested: \_\_\_\_\_ Child of Military Personnel? \_\_\_Yes \_\_\_No  
Specific Program or Service Requested (if any): \_\_\_\_\_  
Sibling(s) Currently Attending District of Choice: \_\_\_\_\_  
School District of Residence: \_\_\_\_\_ County: \_\_\_\_\_  
School of Attendance or Last Attended: \_\_\_\_\_ Grade in 2015-16: \_\_\_\_\_  
Name of Parent/Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Parent/Guardian has been relocated by the military within the last 90 days?** Yes No If yes, attach copy of military orders

*I declare, under penalty of perjury under the laws of California, that the information provided above is true and accurate and that I have read and understand the information about the School District of Choice program on the reverse side of this form. I understand that this information may be verified and that inaccurate or false information may subject my request to denial or revocation. I understand that I may be responsible for the transportation of my student. I further understand that the district may revoke my student's enrollment if he/she is recommended for expulsion.*

\_\_\_\_\_  
(signature of parent/guardian)

\_\_\_\_\_  
(date)

\* This timeline may be waived upon agreement between the district of choice and the district of residence. This timeline does not apply to a student whose parent/guardian is enlisted in the military and was relocated by the military within 90 days prior to submitting the application.

**Part B: School district of choice completes and forwards all copies to school district of residence.**

Action of **District of Choice**:

- Accepted**  
 **Rejected**

Reason for rejection: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(signature and title of authorized representative)

Date: \_\_\_\_\_

**Part C: School district of residence completes and distributes copies as indicated below.**

Action of **District of Residence**:

- Accepted**  
 **Rejected**

Reason for rejection:  
 Negative impact on desegregation plan or racial and ethnic balance  
 Transfer exceeds limits specified in law

\_\_\_\_\_  
(signature and title of authorized representative)

Date: \_\_\_\_\_

# Information About the School District of Choice Program

The law allows, but does not require, school districts to accept students from other districts under the *School District of Choice* program. The school district of choice determines the number of transfers it is willing to accept and ensures that students are selected through a random, unbiased process.

## **How do I apply?**

Applications for District of Choice are available from the St. Helena Unified School District Office and the School Sites from September 1, 2015, through November 30, 2015. Completed applications must be returned to the District Office no later than November 30, 2015, for enrollment in the 2016-2017 school year, unless the district of residence and the St. Helena Unified School District, a District of Choice, have agreed to waive the timeline or the application is for a student whose parent/guardian is enlisted in the military and was relocated within 90 days of submitting the application.

## **When will I be notified?**

The District is encouraged to notify you within 90 days if your application has been provisionally accepted or rejected, or of your child's position on any waiting list. You will receive final notice of acceptance, rejection, or waiting list status by May 15 for enrollment in the Fall of 2016. If the application is being submitted under the military exception, St. Helena Unified must notify you within 90 days of the final decision regarding your application.

## **How are students selected?**

After determining the number of transfer students the District is willing to accept, the District creates the District of Choice Waiting List for that year only, by selecting applicant students through a random, unbiased lottery process, at the January meeting of the Board of Trustees. Academic or athletic abilities are not evaluated. Students will also have to meet any entrance requirements for specialized schools or programs. Priority will be given to children of military personnel, followed by siblings of children already in attendance in the St. Helena Unified School District.

## **Can the District of Choice reject the transfer?**

St. Helena Unified School District may reject the transfer if:

- (1) it would negatively impact any desegregation plan or racial and ethnic balance of the District
- (2) it requires the District to create a new program or provide a new service to meet the student's needs, with the exception of a student with disabilities or an English learner
- (3) it would cause a student who resides or is currently enrolled in the District to be displaced
- (4) the student has been expelled from another school district

## **Can my district of residence prohibit the transfer?**

The district of residence may prohibit the transfer if it would negatively impact any desegregation plan or racial and ethnic balance of the district. The district of residence may also limit the number of students transferring out each year.

## **Can I appeal a decision to reject the transfer?**

There is no statutory right to appeal a rejection.

## **Is transportation provided to the school?**

Transportation will not be provided to students who reside outside the boundaries of St. Helena Unified School District.

## **If my child is accepted, do I have to reapply each year?**

The transfer will be renewed automatically each year unless St. Helena Unified withdraws from the *School District of Choice* program and no longer accepts transfer students. High School students, however, may continue at St. Helena High School until they graduate, even if the District withdraws.

## **Can the District of Choice revoke the transfer?**

St. Helena Unified may revoke the transfer if your child is recommended for expulsion.

*Any other questions may be directed to Erica Madrigal, Executive Asst. to the Superintendent, at (707) 967-2701.*