Open Enrollment

Students who reside within district boundaries may apply for Open Enrollment in any district school. The Superintendent or designee shall determine the capacity and grade level configurations of each district school and establish a random, unbiased selection process for the admission of students from outside a school’s attendance area, based on space availability. Each year the District will establish an Open Enrollment window. Students whose applications are received during that window will be entered into a lottery.

Students applying for Open Enrollment after the First Round of Open Enrollment has closed, will be able to participate in the Second Round of Open Enrollment, which will commence after the First Round has been completed. Second Round online Open Enrollment Applications will be accepted March 17, 2021 through April 30, 2021 Parents requesting a change in school after this date will apply through the Intra-District Transfer Request process (BP 5116.1). In accordance with law, no student currently within a school’s attendance area shall be displaced by another student. (EC 35160).

Enrollment Priorities:

Elementary schools receiving requests for admission shall give priority for attendance to:

a. Siblings of students who are enrolled at the school at the time of Open Enrollment.

b. The children of employees who work at the school.

c. The children of other employees.

d. Siblings of graduates of the school, as long as the family continues to live within the SCUSD boundaries.

Secondary schools receiving requests for admission shall give priority for attendance to:

a. Siblings of students who are enrolled at the school at the time of Open Enrollment.

b. The children of employees who work at the school.

c. The children of other employees.

d. Siblings of graduates of the school, as long as the family continues to live within the SCUSD boundaries.

Note: Twins applying to the same school must be entered separately and will each receive a lottery number. Also, check the Twin’s box and enter the Permanent ID# of the sibling twin.

Once accepted for Open Enrollment, and the parent or guardian has completed the enrollment process within the specified two-week time period, a student shall not have to apply for readmission to that school. The school accepting the Open Enrollment, in essence, becomes the student’s school of attendance for the duration of the time that the student remains at any grade level housed at that school. Students seeking to return to their neighborhood school must then apply to return under the Open Enrollment policy or through the Intra-District Transfer process. (BP 5116.1).

The student may be subject to displacement, however, due to a failure to maintain satisfactory attendance, citizenship or academic achievement. Students with ten (10) unexcused absences will be disenrolled as soon as practicable and required to return to their neighborhood school. Students are required to reapply for Open Enrollment when moving from elementary school to middle school or from middle school to high school.

Peterson+

Parents of incoming 6th grade students wishing to apply through Open Enrollment for placement at Peterson Middle School and wish to apply for the Peterson+ Program, must apply for the program as part of the Open Enrollment process. The names of all students applying for the program will be entered into a fair and random process.

Please Note: Fifth and Eighth grade students must reapply for Open Enrollment when moving from elementary school to middle school or from middle school to high school if they do not live in the attendance area of their school of choice.

Spanish Bilingual Program

Scott Lane and George Mayne Elementary schools offer a Spanish bilingual program that focuses on helping children develop their English language skills while providing support in their home language. Parents interested in having their student participate in this program should apply through Open Enrollment. For further information, call (408) 423-4100.

Transportation:

The district shall not provide transportation for Open Enrollment students to attend their school of choice.
Open Enrollment Procedures

Permanent Student Identification Number

The 2021-2022 Open Enrollment process will require that all students register to obtain a Permanent Student Number through our Centralized Enrollment Center. The following documents are required to register:

- Proof of residency
- Immunization records*
- Birth Record

Parents of students presently enrolled in Santa Clara Unified will need to obtain their child’s permanent identification number from the school they currently attend.

The online application system is available 24 hours a day, 7 days a week for your convenience. If you experience difficulty using this online system, please contact our Enrollment Center at enrollment@scusd.net or 408-423-3596.

Definitions

School of Residence: the school your child would attend based on where you live.

School of Attendance: the school your child currently attends.

School of Desired Attendance: the school you would like your child to attend.

NOTE: Students currently attending a school other than their school of residence on an Intra-District Transfer must apply through the Open Enrollment process if they wish assurance to remain in attendance for the 2021-2022 school year. Failure to do so may result in the student returning to their school of residence.

TO APPLY FOR OPEN ENROLLMENT VISIT OUR WEBSITE

www.santaclarausd.org

9:00 a.m. January 6, 2021 through 4:30 p.m. February 5, 2021 to apply

PLEASE PRINT OUT YOUR FINAL APPLICATION AS VERIFICATION FOR YOUR RECORDS.

Because of class size limitations and space availability issues in many of our schools, it is anticipated that we may not be able to honor all requests.

Families who apply for and accept admittance to a Second Round Open Enrollment requested school will be removed from the waitlist for their First Round requested school. The acceptance to the Second Round school will become the new School of attendance.

Any questions may be directed to the Enrollment Center. The center can be reached Monday, Tuesday, Thursday, and Friday from 8 a.m.-4 p.m. and Wednesday from 8 a.m.-7 p.m. at (408) 423-3596 or enrollment@scusd.net.

SANTA CLARA UNIFIED SCHOOL DISTRICT

2021-2022

OPEN ENROLLMENT PROCEDURES

Kindergarten through Grade 12

Open Enrollment Window

January 6, 2021 ~ February 5, 2021

BOARD POLICY   BP 5116.11 (a)