

ADMINISTRATIVE CIRCULAR NO. 16
Neighborhood Schools and Enrollment Options

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 27, 2018

To: Principals and Vice Principals

Subject: TRANSFER OPTIONS FOR VICTIMS OF VIOLENT CRIMES

Department and/or Persons Concerned: Principals, Vice Principals, Counselors, All School Staff Members

Due Date: Immediate

Reference: ESEA, Unsafe School Choice Options, Non Regulatory Guidance E1-F5

Action Requested: Implement Transfer Option Procedures for Victims of a Violent Crime

Brief Explanation:

Unsafe School Choice Options established by federal law (ESEA) requires that any student attending a California public school and is the victim of a violent crime in or on school grounds is provided a transfer option to attend another school in the district. In order to demonstrate compliance with the federal requirement, the district must maintain appropriate records for three years and review the policies to ensure that the governing board has an adopted policy that includes this transfer option.

The district has developed a process for implementation of the transfer option. School administrators must work with the local law enforcement in determining if a student is the victim of a violent crime as provided by the California *Penal Code*. The student must be provided the opportunity to transfer within 10 calendar days of the incident. Once the student has been identified as the victim of a violent crime, the following is the procedure for transfer.

- A school administrator will provide parent with the informational letter (Attachment 1) and form (Attachment 2) for transfer option.
- School staff notifies the Neighborhood Schools and Enrollment Options Office (619) 260-2410 or mmarques@sandi.net of the incident. If the parent needs assistance with school choice options, the school staff may refer the parent to the Neighborhood Schools and Enrollment Options Office.
- Parent completes the form and the school staff faxes it to the Neighborhood Schools and Enrollment Options Office at (619) 260-2410.

- Neighborhood Schools and Enrollment Options Office reviews form and as appropriate, notifies the preferred transfer school of the impending enrollment. If athletic eligibility is an issue, the parent will be referred to the Program Director of Athletics. Athletic eligibility is not guaranteed.
- Parent is notified by the Neighborhood Schools and Enrollment Options Office to enroll student in the preferred school.
- Records are maintained in the Neighborhood Schools and Enrollment Options Office.

Questions concerning this circular should be directed to the Neighborhood Schools and Enrollment Options Office at (619) 260-2410.

Marceline Marques
Operations Support Officer
Neighborhood Schools and Enrollment Options Office

APPROVED:



Greg K. Ottinger, Ed.D.
Chief Business Officer

MM:eh

Attachments (2)

Distribution: List B, D, E, F