



Date: January 8, 2018

To: LGSUHSD parents

From: Jane Marashian, Superintendent's Office

Re: **OPEN ENROLLMENT INFORMATION 2018-2019** for District Residents

January 22, 2018 - February 8, 2018

As part of our commitment to meet the diverse needs of our students, our District annually offers an opportunity to request an intra-district transfer through the Open Enrollment process. If you are interested in considering this option, please review the following information. ***However, if you would like your student to attend the school serving your current attendance area or if you would like your student to continue at his/her current high school you may disregard this notice.***

Each year, in accordance with Board Policy 5116.1, students residing within the Los Gatos – Saratoga Union High School District's attendance boundaries will be offered an *open enrollment* option, as allowed by school capacity and enrollment. For the 2018-2019 school year, this means that students residing within Los Gatos – Saratoga Union High School District's attendance area who wish to attend a school other than their school of residence are being offered the opportunity to apply for a transfer.

If you are interested in having your student participate in the open enrollment process for either Los Gatos or Saratoga High Schools, please note the following:

1. To be considered for open enrollment, applications must be submitted during the designated open enrollment window. The application form can be obtained, completed, and returned to the District Office from **January 22, 2018 through February 8, 2018 (by 4:00 p.m. at the latest)**.
2. A limited number of spaces will be available for open enrollment and, **due to continued increasing enrollment at Los Gatos High School, this number (at LGHS) is anticipated to continue to be low**. Should the number of requests exceed spaces available, the district will establish a random selection process and build a waiting list for students not approved for transfer.
3. Transportation to and from the requested school will be the responsibility of the parent.
4. Applicants should investigate athletic eligibility issues since California Interscholastic Federation (CIF) school transfer regulations may affect a student's eligibility to play sports; and
5. If a student changes school based on an open enrollment transfer the transfer will be in **effect from the time of its approval through the student's graduation from high school**, providing the conditions noted on the application form are met and district residency is maintained.

It is also important to note that under current state law and District Board Policy (BP 5116.1), an open enrollment application may be denied for any one of the following reasons:

- Actual student enrollment at a school may not fall below or exceed previously established guidelines.
- Open enrollment should not significantly change the ethnic balance of any school.
- No student currently residing in the attendance area of his/her assigned school shall be displaced from his/her assigned school by pupils transferring from outside the school's attendance area.
- Students exercising their option to transfer to an alternate District school must provide their own transportation.
- A request to attend a District school other than the school of residence may be denied based upon documented misconduct by the student at another District school.
- Applicants not selected during the open enrollment process may not appeal the determination unless it can be demonstrated that there is good reason to believe the random and unbiased selection process was not conducted properly.

PLEASE NOTE: Registration at your home school is required prior to completing the transfer request. Please contact the school registrar at your home school* to enroll your student online, providing proof of residency and to learn about special events and parent nights relevant to your student.

- February 8, 2018 **Deadline:** It is the parent/guardian's responsibility to make sure the application has been received by the District Office. The District is not responsible for any application that is not received by 4:00 p.m.
- March 8, 2018 **Notification:** Letters indicating approval, denial, or placement on a waiting list will be mailed to all applicants. Students whose applications are approved will receive instructions regarding enrolling in classes in the school requested.
- March 8 - 23, 2018 **Enrollment Deadline:** Upon receipt of an approval letter, parent/ guardian may enroll student in classes at their requested High School. Any student not registered in classes at said school by **March 23, 2018 by 4:00 p.m.** will have their open enrollment approval revoked.

We look forward to working with you and wish your student great success while with the Los Gatos - Saratoga High School District. If you have any questions you may contact the District Office, Student Services Division at (408) 402-6323 or refer to our website: www.lgsuhd.org.

* School Registrars:

- Los Gatos High – Terri Dewing (408) 354-2730, X-231
- Saratoga High - Robert Wise (408) 867-3411, X-211