



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Zones of Choice: Identification, Assignment and Enrollment of Students Residing Within a Zone of Choice Attendance Boundary

NUMBER: REF-6296.1

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ROUTING
LD Superintendents
Directors
Administrators of Instruction
Operations Administrators
Secondary Schools Administrators
School Admin. Assistants

DATE: November 7, 2016

PURPOSE The purpose of this Reference Guide is to provide schools with information regarding guidelines and procedures related to the identification, assignment and enrollment of new and continuing students residing within a Zone of Choice attendance area.

MAJOR CHANGES: This Reference Guide replaces REF-6296.0 dated May 19, 2016. This revision reflects updates on the requirements for approval of One-Time Transfers and description of Returning Students.

BACKGROUND: Zones of Choice (ZOC) are geographic areas comprised of multiple school options that are open to all resident high school students and represent the demographics of the local area. Students residing within the zone attendance boundaries are eligible to apply to any of the school options offered. All school options offer college preparatory curriculum, A-G standards-based instruction, and preparation for college and careers. New and incoming students rank their school choices based on individual interests and needs, and are placed in a school based on student preference and available space.

Since the inception of the Belmont Zone of Choice in 2007, nineteen (19) ZOC have grown organically, taking various forms throughout the District. Under the directive of the *Resolution on Expanding Enrollment and Equal Access through LAUSD Choice* that was passed on January 10, 2012, and the *Resolution to Examine Increasing Choice and Removing Boundaries from Neighborhood Schools* that was passed on January 17, 2012, the Division of Intensive Support and Intervention explored ways in which the existing ZOC program could be expanded and new Zones created to bring school choice to communities that have historically lacked educational options.

During school year 2012-2013, the ZOC office in the Division of Intensive Support and Intervention created and implemented a strategic plan for



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increasing school choice throughout the District via ZOC, while streamlining policies, application protocols and deadlines to ensure a seamless enrollment process.

Currently, for the school year 2016-2017, there are seventeen (17) ZOC operating under unified policies and procedures, comprised of a total of 106 high school choices and 59 feeder middle schools.

GUIDELINES:

I. OVERVIEW

The goal of the District is that every student will receive quality, standards-based instruction in a safe and caring environment to ensure all students graduate college-prepared and career-ready. To that end, every school must provide a comprehensive academic program and mandated support services for all students residing in the school's attendance boundaries. In a ZOC, it is the responsibility of the ZOC office to identify and assign these resident students to a school based on student preference and school capacity. All eligible students may choose from ANY of the school options available in the Zone. Once a student is assigned to a school, it then becomes the student's home school, and it is each school's responsibility to ensure assigned students are enrolled by following the procedures outlined in [REF-6554.1, *Opening Day Procedures: Supplemental Guide and Updates*, dated August 8, 2016](#), and [BUL-4926.2, *Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools*, dated March 1, 2013](#).

Each Zone will be assigned to a ZOC Facilitator who will be responsible for assisting schools with the coordination of all aspects of student articulation between ZOC high schools and feeder middle schools, as well as enrollment of students new to the Zone or District.

II. STUDENT ELIGIBILITY

To be eligible to attend a ZOC school, a student must be a resident of the Zone's attendance area. The attendance area for a Zone is comprised of the combined attendance areas of the schools included in that particular ZOC. To determine if a new student lives in the Zone attendance area, staff should use the Resident School Identifier. Upon inputting a student's address, all schools the student is eligible to attend will appear. In some cases, a student may be eligible to attend multiple zones and/or schools; thus, staff should ensure they scroll through the whole list to determine eligibility. The Resident School Finder can be accessed through the following link:

<http://rsi.lausd.net/ResidentSchoolIdentifier>.



III. APPLICATIONS FOR INCOMING 9TH GRADE STUDENTS (CURRENT 8TH GRADE)

A. Feeder Patterns

In a Zone of Choice, the traditional feeder patterns for each high school option have been combined so that all the feeder middle schools now feed into the entire Zone. Eighth grade students at these “feeder middle schools” who live in the Zone of Choice attendance area will rank their high school preferences for the upcoming school year using a web-based application portal that will be made available at their middle school during an annual application window (see Zones of Choice Timeline under Procedures).

B. Enrollment Application

Eighth grade students who attend “non-feeder middle schools” (magnets, affiliated charters, private, etc.) will apply using a paper enrollment application (see Attachment A) available on the ZOC website at <https://achieve.lausd.net/zoc>. An online application is also available to parents who have children attending non-feeder middle schools at <https://apply.lausd.net>. The ZOC office will communicate with families via U.S. mail and schools through email, regarding the process for completing the enrollment application for their resident Zone of Choice during the annual application window.

C. Timeline/Approval Process

Once the annual application window has closed, both web-based and paper applications will be entered into the ZOC application system and students will then be given an initial assignment to one of their choices using a computer program that takes into account student preference and space availability. A letter indicating the initial assignment will be mailed to families, which will include information on the appeals process to ensure families have an opportunity to address concerns before placements are finalized. Families can access the *Placement Appeals Form 2016-2017* (Attachment B) on the [ZOC website](#) and must submit the appeals form by the deadline (see Zones of Choice Timeline under Procedures) to be considered for a change in assignment. However, submission of the form does not guarantee approval. Once the appeals process has been completed, all placements are final and NO waiting lists will be created for any school.



IV. APPLICATIONS FOR NEW ENROLLEES (9TH THROUGH 12TH GRADE)

Once the school year begins and throughout the year, students who seek enrollment at a ZOC high school should be given a paper enrollment application (see Attachment A) available on the [ZOC website](#). School staff should verify student address to ensure eligibility to attend Zone schools, and ensure the application is legible and all requested information is provided (including the ranking of ALL school options and the form signed by parent/guardian) before faxing the form to the ZOC office.

Upon receipt of a completed application and all required supplementary documentation (e.g., IEP from non-LAUSD schools), the ZOC Facilitator for each Zone will process the application, assign the student, and notify both school and family of the student's placement. It is critical that schools also follow-up with families as soon as they receive the assignment to ensure the student is enrolled in an expedited manner, as required in [REF-6554.1, *Opening Day Procedures: Supplemental Guide and Updates*, dated August 8, 2016](#), and [BUL-4926.2, *Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools*, dated March 1, 2013](#), which notes "School personnel shall, immediately, register and enroll all known non-enrolled students residing within the school's attendance boundaries and those with special circumstances (regardless of time of year, testing etc.)."

V. ONE-TIME TRANSFERS (OTT)

- A. In order to maintain consistency in the instructional program, students are encouraged to remain in the same high school from 9th through 12th grade once they have been assigned. However, recognizing that student needs and/or interests may change over time, the students in a Zone of Choice are allowed a ONE (1) transfer between school options in their residential Zone during their high school career (in addition to all other transfers and permits available through LAUSD) based on the following:
1. The OTT must be initiated by the parent (see sample Attachment C).
 2. The ZOC office will review the student's record to determine if the student is in good standing based on three factors:
 - a. Grades
 - b. Attendance
 - c. Behavior



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3. The OTT will be granted based on space availability, whether program requirements can be met, and with approval of both sending and receiving principals.
4. As a last resort, the ZOC director (or designee) will review and give final approval to all OTTs, and resolve placement issues.
5. Once an OTT is approved, the receiving school is now the Home School.

Note: One-Time Transfers should NOT be used for disciplinary purposes or in place of an Opportunity Transfer or Alternate Placement.

- B. Two exceptions to the One-Time Transfer policy have been established and will be addressed using the appeals form available on the ZOC website (see Attachment B):
 1. Sibling Transfers – When a parent informs the ZOC office that a younger sibling has been placed at a different school than an older sibling and makes the request for a transfer, the ZOC office will attempt to accommodate the family’s needs by reassigning the younger sibling to the same complex as the older sibling, or at the same school, space permitting. This exception will only be made when the older sibling is a CURRENT student – no exceptions will be made for “legacy” placements (i.e. if an older sibling has already graduated). Sibling transfers will be considered through the end of the first two weeks after the start of the school year, or within two weeks of initial school assignment for placements that occur mid-year.
 2. Hardship Transfers – Requests for transfers made to the ZOC office by families expressing that their initial school assignment would cause a hardship, will be evaluated and decided on a case-by-case basis by the ZOC director (or designee.) Hardship transfers will be considered through the end of the first two weeks after the start of the school year, or within two weeks of initial school assignment for placements that occur mid-year. In the event of an extreme hardship, the ZOC office will consider a hardship transfer request throughout the school year.

VI. STUDENTS WITH DISABILITIES

Students with disabilities are assigned to schools according to the same policies and procedures used with non-disabled students. The Special Education office will work with Zone of Choice schools to ensure full services are provided for all students assigned to their campus. More information on the placement of students with disabilities within the ZOC can be found in [REF-6047.1 Matriculation of Students with](#)



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[Disabilities Into the Catchment Area of a Zone of Choice, dated February 22, 2016](#). For additional information regarding Special Education placement, please call the Office of Special Education at (213) 241-6701.

VII. RETURNING STUDENTS

The following policies will apply in cases where students return to a ZOC after having left school mid-year for any reason (e.g., Change of School or Address, Opportunity Transfers, Camp Returnees, etc.):

A. Students Changing Schools or Address

1. Same School Year – Students who return within the same school year will enroll at the same school where previously enrolled, and no new enrollment application is required.
2. Different School Year
 - a. Students who return during the subsequent school year will complete a new enrollment application and will be assigned based on preference and space availability. This excludes Alternative Placements (see below).
 - b. Students who stop attending or check-out of school, but do NOT enroll in a different school between one school year and the next, will attend the same school where previously enrolled, and no new application is required.

B. Other Returning Students

1. Opportunity Transfers – Students returning from Opportunity Transfer (OT) placements will always return to their original school upon termination of the OT (i.e., the initial school assignment remains the Home School), according to procedures outlined in [BUL-6362.0 Opportunity Transfer \(O.T.\) - Policy and Procedures, dated August 14, 2014](#), and no new enrollment application is required.
2. Alternative Placements – Students who are checked out by their home school to an Alternative Placement will be treated like an Opportunity Transfer and will return to the same school where they were previously enrolled upon returning to the ZOC, and no new enrollment application is required.
3. Students Involved in the Juvenile Justice System – Students returning from juvenile hall and/or camp will be placed according to procedures outlined in [BUL 6718.0, Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved with the Juvenile Justice System](#).



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4. Foster Youth – Youth in foster care will be placed according to procedures outlined in [BUL 6718.0, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved with the Juvenile Justice System*, dated August 8, 2013.](#)
5. Expulsions – Students returning from expulsion will be placed according to procedures outlined in [BUL-6050.2, *Expulsion of Students – Policy and Procedures*, dated October 10, 2016.](#)

VIII. MISCELLANEOUS ENROLLMENT ISSUES

- A. Opportunity Transfers (OTs) are used for disciplinary or safety reasons and are outside the purview of the ZOC office. Opportunity Transfers are school-initiated and should be processed following guidelines outlined in [BUL-6362.0, *Opportunity Transfer \(O.T.\) Policy and Procedures*, dated August 14, 2014.](#)
 1. Opportunity Transfers should **NOT** be used for attendance issues, or as a remedy for low academic achievement.
 2. Opportunity Transfers are processed through the Educational Service Center Operations office.
- B. Open Enrollment Permits/Intra-District Transfers are outside the purview of the ZOC office and should be granted at the discretion of the school principal following guidelines outlined in [BUL-5606.1, *Open Enrollment Transfers for Elementary and Secondary Students*, dated September 11, 2012.](#)
 1. Open Enrollment Permits/Intra-District Transfers should **NOT** be used for students residing inside the Zone attendance boundaries.
- C. Alternative Placements are used to provide appropriate alternative educational options (AEWC, CDS, DACE, PMS, etc.) for students at-risk of dropping out, and are outside the purview of the ZOC office. The need for alternative placement should be determined by designated school staff following guidelines outlined in the [Pupil Services, *Alternative Education Guide, 2016-2017*.](#)
 1. Schools **MUST** enroll assigned students prior to determining a student's need for alternative placement.
 2. If a family agrees to an alternative placement, it is the school's responsibility to ensure space is available at an appropriate school, according to procedures outlined in the "Referral Procedure Checklist for Alternative Education Programs" included in Attachment A of the [Pupil Services, *Alternative Education Guide, 2016-2017*.](#)



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PROCEDURES: I. ZONES OF CHOICE TIMELINES

October - Early November

Schools update school information for ZOC brochures and website

Fall Semester – January

Outreach to families and students by ZOC high schools

Late Fall Semester – January

ZOC brochures available to families online (<http://achieve.lausd.net/zoc>)

Mid-to Late January

Middle school staff online portal training

February

- Student selection process conducted at feeder middle schools
Enrollment Applications accepted from non-feeder middle school students
- Parent Confirmation Letters due
- Deadline for feeder middle schools to input returned Parent Confirmation Letters into the ZOC portal

March

- Initial 9th Grade Assignment Letters mailed
- Initial 9th Grade Assignment Appeals window

April

- 9th Grade student placement lists sent to schools
- MiSiS interface for download

Mid-April to Mid-May

- One-Time Transfer window
- One-Time Transfer Approval/Denial
- One-Time Transfer Approval/Denial Letters mailed

II. CHECKLISTS FOR SCHOOLS

A. INCOMING NINTH GRADE STUDENTS

1. Feeder Middle Schools
 - a. Attend orientation meeting.
 - b. Schedule articulation events in a fair and timely manner with ALL ZOC high schools.
 - c. Attend training for ZOC online student selection process.



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- d. Set up dates and process for student selection process, including make-up dates for absent students.
 - e. Ensure parent confirmation letters are distributed home to parents, and follow-up with Connect-Ed messages and other reminders.
 - f. Collect parent confirmation letters and input into ZOC portal by established deadline.
2. Non-Feeder Middle Schools
- a. Students will apply using a paper enrollment application available on the ZOC website.
 - b. Parents can apply online at: <https://apply.lausd.net>.
 - c. Zone of Choice office will communicate with families via U.S. mail and schools through email, regarding the students' available choices in their residential ZOC.
3. Zone of Choice High Schools
- a. Attend orientation meeting.
 - b. Each ZOC high school will provide updated school information to the ZOC office for use in communication to families through brochures, website, etc.
 - c. High schools will schedule family outreach events to promote the programs and activities offered (these can take place at the high school, feeder middle school, and/or both).
 - d. Zones of Choice office will send list of eligible eighth grade students to each school to assist in their communication and outreach to families.
 - e. Once students have been assigned to schools, the ZOC office will send student placement lists and SIS download instructions to each school and placement confirmation letters to families.
 - f. Once schools receive their student placements, schools should follow-up with families with any specific information regarding enrollment at their school (e.g., orientation letter, enrollment packets, etc.).
 - g. Any eighth grade student that wishes to enroll after the enrollment application window has closed should be treated as a New Enrollee (see below).

B. NEW ENROLLEES

1. School staff should provide families with a ZOC Enrollment Application and guide them to the ZOC website or brochure for more information about their school options in the Zone.



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2. Once application is received, school staff should verify student address to ensure eligibility to attend Zone, check that entire application has been completed (including ranking of all options and parent/guardian signature) and all supplementary documents provided (e.g., IEP for non-LAUSD students), and timestamp the application.
3. Parent/guardian should receive a copy of the time-stamped application before they leave.
4. School staff should fax completed enrollment application(s) to the ZOC office in a timely manner on the day of receipt to ensure expedited enrollment.
5. Zones of Choice office will process completed enrollment applications, assign students, and notify schools and families of their placements.
6. Once schools receive placements from the ZOC office, staff should follow-up with families to ensure expedited enrollment following guidelines established in [REF-6554.1, *Opening Day Procedures: Supplemental Guide and Updates*, dated August 8, 2016](#), and [BUL-4926.2, *Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools*, dated March 1, 2013](#).

Note: A sample of a completed *Enrollment Application* form is included as Attachment A.

C. ONE-TIME TRANSFERS (OTTs)

The application window for submitting OTT applications opens mid-April and closes mid-May every year. Changes in assignment are made at the end of the school year and become effective the following school year.

1. Starting mid-April through mid-May, families can request an OTT permit application from their home school (sending school).
2. Families must submit the OTT application to the sending school no later than the mid-May deadline, and should receive a time-stamped copy of their application upon submission.
3. Sending schools should review and approve/deny completed applications and forward to the ZOC office no later than the next school day following the mid-May deadline.
4. Zones of Choice office will forward OTT applications to receiving schools, which should be reviewed, approved/denied and sent back to the ZOC office for final review and approval by the third week in May.



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5. Zones of Choice office will notify schools and families of the final OTT placements before the end of the school year.
6. Future OTT applications will be verified against former placement lists to ensure students have not previously transferred schools within a zone.

NOTE: A sample *One-Time Transfer Request 2016-2017* form is include as Attachment C.

ATTACHMENTS: Attachment A - Sample completed *Enrollment Application*
Attachment B - Sample *Placement Appeals Form 2016-2017*
Attachment C - Sample *One-Time Transfer Request 2016-2017*

RELATED RESOURCES: [REF-6554.1, *Opening Day Procedures: Supplemental Guide and Updates*, dated August 8, 2016](#)

[BUL-4926.2, *Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools*, dated March 1, 2013](#)

[REF-6047.1, *Matriculation of Students with Disabilities Into the Catchment Area of a Zone of Choice*, dated February 22, 2016](#)

[BUL-6362.0, *Opportunity Transfer \(O.T.\) -Policy and Procedures*, dated August 14, 2014](#)

[BUL 6718.0, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved with the Juvenile Justice System*, dated August 8, 2013](#)

[BUL-5553.0, *Enrollment of Students Returning From Juvenile Justice Facilities and Other Placements*, dated September 6, 2011](#)

[BUL-6050.2, *Expulsion of Students – Policy and Procedures*, dated October 10, 2016](#)

[BUL-5606.1, *Open Enrollment Transfers for Elementary and Secondary Students*, dated September 11, 2012](#)

[*Pupil Services, Alternative Education Guide, 2016-2017*](#)



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ASSISTANCE: For additional information about the Zones of Choice application process or for details about specific Zones, please visit the website:
<https://achieve.lausd.net/zoc>.

For further assistance regarding the information in this reference guide, please contact the Zones of Choice office at (213) 241-0466.



**Los Angeles Unified School District – Division of Instruction
2016 – 2017 BLAH BLAH ZONE OF CHOICE
ENROLLMENT APPLICATION**



STUDENT INFORMATION

Please fill out the application **COMPLETELY** and **CLEARLY**. All contact information should be current.

Last School of Attendance: (FULL NAME) EDISON MIDDLE SCHOOL 2016-17 Grade 9th 10th 11th 12th
 Level: (CHECK ONE)

LAST SCHOOL TYPE: (CHECK ONE) LAUSD CHARTER PRIVATE OTHER: (specify) _____

Student Last Name: HERNANDEZ JR. Student First Name: JOSE

Address: (include apartment #) 12345 MOCKINGBIRD LANE #C City and Zip: LOS ANGELES, 90001

Student Birthdate: 9/9/02 Parent Name: JOSE HERNANDEZ SR.

Primary Phone #: (323) 123-4567 Other Phone #: (323) 765-4321

1. Is the student a foster child? Yes No And/Or is the student homeless? Yes No
 2. Does the student receive special educational services? Yes No
 3. Does the student have a sibling that currently attends one of the schools listed below? Yes No
 a) If YES, DANCE ACADEMY AT J. SMITH Sibling Name/Grade/ which school? SCHOOL Date of Birth MARY HERNANDEZ / 10 / 1/1/00

STUDENT ENROLLMENT REQUEST

INSTRUCTIONS: Please select your school in order of preference, with your first choice as #1 and #16 as your last choice. *EXAMPLE: #1 = first choice, #2 = second choice, #3 = third choice...#16 = last choice (every box should contain a different number).* Please refer to the Blah Blah Zone of Choice brochure for complete details about each school or by visiting <http://achieve.lausd.net/zoc>.

| Pref. # (1-16) | School Name | Located at | Type of School Option (Comprehensive, New Tech, Pilot, SLC, Small) |
|----------------|--|--|--|
| 9 | Academic Leadership Community | Jane Doe Learning Complex | Pilot School |
| 8 | Academy of Educational Empowerment | Jimmy Johnson Learning Center | Small Learning Community |
| 6 | Business and Finance Academy | Jimmy Johnson Learning Center | Small Learning Community |
| 10 | Business and Tourism | Jane Doe Learning Complex | Pilot School |
| 7 | Computer Science Academy | Jimmy Johnson Learning Center | Small Learning Community |
| 1 | Dance Academy | Jennifer Smith School for Visual and Performing Arts | Small Learning Community |
| 5 | International School of Languages | Jimmy Johnson Learning Center | Small Learning Community |
| 16 | Los Angeles Academy of Medical and Public Services | John Doe High School | Small Learning Community |
| 11 | Los Angeles School of Global Studies | Jane Doe Learning Complex | New Technology High School |
| 13 | Los Angeles Teacher Preparatory High School: Environmental Sciences Center | John Doe High School | Pilot School |
| 14 | Multimedia Academy of Film and Photography | John Doe High School | Small Learning Community |
| 3 | Music Academy | Jennifer Smith School for Visual and Performing Arts | Small Learning Community |
| 12 | School of Social Justice | Jane Doe Learning Complex | Pilot School |
| 15 | Science, Arts and Green Engineering | John Doe High School | Small Learning Community |
| 2 | Theater Academy | Jennifer Smith School for Visual and Performing Arts | Small Learning Community |
| 4 | Visual Arts Academy | Jennifer Smith School for Visual and Performing Arts | Small Learning Community |

PLEASE NOTE: Every effort will be made to accommodate your request by order of preference. This application is for students who live in the Blah Blah Zone of Choice attendance area ONLY. For more information please call (213) 241-0466.

Jose Hernandez Sr. 2/4/16
 Parent Signature Date

Please fax completed application to:
 Division of Instruction
 Zones of Choice Office
 Fax Number: (213) 241-4108 or (213) 241-6005

| |
|---|
| School Use Only School: _____ Date Faxed: _____ |
|---|

Revised: 1-22-16



CONFIDENTIAL
ZONES OF CHOICE
PLACEMENT APPEALS FORM 2016-2017
 (FOR INCOMING 9TH GRADERS ONLY)



DEADLINE:
APRIL 1, 2016

| | | | |
|--|--|---|--|
| | (1) Is this a School Appeal? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the school's name, date of birth & high school of attendance: Student must attend the Preferred ZOC High School (Step 12) in order to validate transfer | (2) Is this a Family/Residence Appeal? Yes <input type="checkbox"/> No <input type="checkbox"/> | (3) Is this a Medical Appeal? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, is the appeal for the: Student? <input type="checkbox"/> Parent/Guardian? <input type="checkbox"/> Requires Medical Provider's Verification (Step 14) to be completed if Yes |
| (4) Student's Last Name: _____ (5) Student's First Name: _____ | (6) Current Middle School: _____ (7) Assigned ZOC High School: _____ | (8) Home Address: _____ (9) Primary Phone # (if): _____ | (10) Birth Date: _____ (11) Current Grade: _____ (12) Preferred ZOC High School(s) (RESIDENTIAL SCHOOLS ONLY): _____ Approved appeals are granted to ONE SCHOOL ONLY |
| (13) Description of Appeal - List specific reasons why the Assigned ZOC High School warrants a Placement Appeal to your Preferred ZOC High School. You may attach a detailed letter of appeal, but please summarize your reasons in the space provided below. | | | |
| | | | |
| | | | |
| | | | |
| (14) Medical Provider's Verification (REQUIRED FOR MEDICAL APPEALS RELATED TO STUDENT AND/OR PARENT/GUARDIAN MEDICAL CONDITION): Name of Medical Provider: _____ Medical Provider's License Number: _____ Telephone: _____ Clinic/Hospital Address: _____ Medical Provider's Signature: _____ Date: _____ Description of medical condition (attach additional pages if needed): _____ How does the student's assigned school exacerbate this medical condition? _____ Specific reason(s) why preferred school may better provide for the medical condition: _____ | | | |
| (15) Parent/Guardian Information: Be advised that matters that you have submitted to the Zone of Choice Office in violation of your Placement Appeal will be reviewed carefully. If the Appeals Team believes the information and/or materials provided are fraudulent, your appeal will automatically be denied. I, (Print First and Last Name of Parent/Guardian) _____, verify that I have read and understood the above paragraph and swear under penalty of perjury that all information submitted regarding my family's township is true and accurate. Parent/Guardian Signature: _____ Date: _____ | | | |
| ZOC OFFICE USE ONLY DEADLINE: APRIL 1, 2016 | | ZOC OFFICE USE ONLY | |
| Date Received: _____ Rev. 2.9.16 | Processed by: _____ Appeal Outcome: _____ | Reason: _____ | Page 2 of 2 |



LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF INSTRUCTION – ZONES OF CHOICE
One-Time-Transfer Request 2016-2017

EFFECTIVE FALL 2016
APPLICATION WINDOW: 4/15/16 – 5/13/16

Student Information

Zone of Choice (required): _____ ZOC _____

Student Last Name _____ Student First Name _____ Student Middle Name _____

Date of Birth _____ Current Grade _____ Home Address (INCLUDE APARTMENT #, CITY AND ZIP CODE) _____

Home Phone _____ Cell Phone _____ Email/Alternate Phone _____

Parent Last Name _____ Parent First Name _____

Transfer Permit from one school to another within the RESIDENTIAL Zone of Choice

In order to maintain consistency in the instructional program students are encouraged to remain in the same school from 9th through 12th grade. However, in addition to all other transfers and permits available through LAUSD, students are allowed **ONLY one (1)** transfer between Academies, Charter Schools, Comprehensive Schools, New Technology High Schools, Pilot Schools, Small Learning Communities (SLCs) or Small Schools within the same Zone of Choice during their four years of high school. First year students are not eligible for One-Time-Transfers until they complete the school year. Transfers may be granted **if space is available** in the respective grade level and program requirements can be met. Please be aware that completing a One-Time-Transfer Request does not guarantee an approval to transfer. **Note:** Athletic eligibility is **not granted** with this transfer.

Name of Pilot School or Small Learning Community & Campus (Transferring from): _____ at _____
(EXAMPLE: School of Social Justice at John Smith High School)

Name of Pilot School or Small Learning Community & Campus (Transferring to): _____ at _____
(EXAMPLE: Business and Finance at Jane Doe Learning Center)

Reason for Transfer (MARK ONE & PROVIDE DETAILS): Academic Interest Hardship Medical Sibling Other

If approved, I understand that this permit is a one (1) time transfer allowance between schools within my residential Zone of Choice during four years of high school. Transfers may be granted **if space is available** in my child's grade level and **program requirements** can be met without disruption of the instructional program. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

X _____ X _____
Parent Signature Date Student Signature Date

PLEASE COMPLETE APPLICATION AND RETURN TO CURRENT SCHOOL

SENDING SCHOOL **FOR OFFICE USE ONLY**

Number of credits completed: _____ Number of Credits Pending: _____ IEP/Eligibility (OHI, RSP, SDC, etc): _____

Comments: _____

Administrator Signature: _____ Date: _____ Permit is: Granted Denied

Reason (if denied): _____

RECEIVING SCHOOL

Administrator Signature: _____ Date: _____ Permit is: Granted Denied

Reason (if denied): _____

DIVISION OF INSTRUCTION – ZONES OF CHOICE OFFICE

Administrator/Designee Signature: _____ Date: _____ Permit is: Granted Denied

Reason (if denied): _____