



# Acalanes Union High School District

1212 Pleasant Hill Road, Lafayette, CA 94549 ♦ [www.acalanes.k12.ca.us](http://www.acalanes.k12.ca.us)

925-280-3900 ♦ Fax 925-280-3903

October 2021

**Please read carefully before  
completing application**

All applicants will be notified of their  
status by mail by **January 20, 2022.**

## Re: Intradistrict Attendance Enrollment For the 2022-2023 School Year

Acalanes, Campolindo, and Miramonte High Schools will be accepting Intradistrict Attendance Enrollment applications for the 2022-2023 school year on a space available basis. If you would like your student to attend one of these schools rather than your school of residence, you must express that interest by completing an application during the Intradistrict Attendance Enrollment period, which begins November 1, 2021. ***The deadline for submitting applications to the District Office is Thursday, December 9, 2021, at 4:00 p.m.*** No transfers will be accepted into Las Lomas High School at this time.

**No action is required on your part if you would like your son or daughter to attend his/her school of residence.** If you are unsure as to your school of residence, please visit the [School Finder](#) and follow the on-screen instructions.

The following questions and answers may be helpful to you in understanding the Intradistrict Attendance Enrollment process. **Intradistrict Attendance Enrollment applies only to intradistrict transfers (transfers between schools within the Acalanes Union High School District).** ***If you live outside of the District, this does not apply to you.***

All applicants will be notified of their status by mail by **January 20, 2022.**

### Q How and when do I request a different school for my son/daughter?

The Intradistrict Attendance Enrollment period will be November 1 through December 9, 2021. You may complete and print the application form below. Applications **must** be returned to the Acalanes Union High School District by 4:00 PM on December 9, 2021 to be considered. **All applicants will be notified of their status by mail by January 20, 2022.**

### Q Is there space at a different school for my son/daughter?

Enrollment maximum is determined by program needs and facility use capacity. **When a school has more Intradistrict Attendance Enrollment requests than space availability after the filing period, a blind draw will determine the names of accepted students.** A blind draw will consist of two parts. A priority blind draw will be held for students with siblings currently enrolled in a school. A second draw will be held for all other applicants. **Please do not contact schools requesting space availability.**

Resident students are eligible to apply to any high school that is **currently accepting** Intradistrict Attendance Enrollment applications. However, should a school's enrollment be determined to be impacted prior to the beginning of the school year, students on Intradistrict Attendance Enrollment status may be returned to their original school of residence.

### Q Can I return to my school of residence after my Intradistrict Attendance Enrollment request is approved?

**No.** Upon approval, students **relinquish their right to attend their existing school of residence** until the next Intradistrict Attendance Enrollment period for the following school year, if space permits. **Please be sure you would like to transfer before submitting a request to change schools.**

- Q Am I assured of the class or program I request?**  
**No.** Students are scheduled by computer. The number of classes and the time of day the classes are offered determine whether a student is scheduled into a requested class or program. There is no guarantee a student will be placed in a certain class or program.
- Q My child needs Special Education services. What can I do?**  
You may complete and print the application form below and return it to the Acalanes Union High School District by the specified deadline. Special Education student placement involves the IEP process.
- Q Will a transfer affect my athletic eligibility?**  
Transferring from one school to another school may affect a student's athletic eligibility under NCS or CIF rules. It is your responsibility to see the school principal for a copy of the eligibility rules. You may visit [www.cifnics.org](http://www.cifnics.org) for further information. Click on "Eligibility Transfer Information," then click on "Parent Handbook I – Transfer Eligibility."
- Q Is transportation provided to the new school?**  
**No.** Transportation is not provided.
- Q I went through the Intradistrict Attendance Enrollment process last year. Do I need to complete another form so that my student can continue at the current school?**  
**No.** Once a student is approved to attend a school via the Intradistrict Attendance Enrollment process, the new school becomes the student's school of residency. As long as the student is enrolled and does not change his/her residence, the school entered through the Intradistrict Attendance Enrollment process will remain the student's school of residency. Consequently, there is no requirement to repeat the paperwork each school year.
- Q Can I apply for a transfer after the deadline?**  
**Yes.** You may apply for a transfer, however, Las Lomas will remain closed and Campolindo will close after the deadline. You may continue to apply for a transfer to Acalanes or Miramonte High Schools, if space permits.
- Q What if I live outside the District boundaries?**  
**This form does not apply to you.** You must first contact your district of residence to begin the application process. **Please see [Interdistrict Transfer Instructions](#).**
- Q How do I find my school of attendance?**  
Your high school of attendance is based on your street address. To find your attendance school, please visit the [School Finder](#) and follow the on screen instructions.

**All applicants will be notified of their status by mail by **January 20, 2022**.**

The District Governing Board and staff are committed to delivering exemplary educational programs at the schools in our district and feel confident the students at all schools have the opportunity to avail themselves of a rewarding experience.

**The Intradistrict Attendance Enrollment application for the 2022-2023 school year will be available November 1, 2021.**

**DEADLINE: December 9, 2021 @ 4:00pm**  
**Applicants will be notified by January 20, 2022**



Acalanes Union High School District

# Intradistrict Attendance Enrollment Application (AB1114) 2022-2023

You can complete this form on your own computer. To move from field to field, use the Tab key.

## NOTICE OF ATHLETIC TRANSFER RULES

### TRANSFERRING SCHOOLS MAY AFFECT YOUR ATHLETIC ELIGIBILITY

Transferring from one school to another school may affect a student's athletic eligibility under NCS or CIF rules. It is your responsibility to see the school principal for a copy of the eligibility rules. Go to [www.cifncs.org](http://www.cifncs.org) for further information. Click on "Eligibility Transfer Information," then click on "Parent Handbook I – Transfer Eligibility." **Students who transfer as a result of disciplinary action are subject to the conditions of Bylaw 210 and may be ineligible for one calendar year from enrollment in your new school.**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(First) (Last)

Current Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Grade Applying: \_\_\_\_\_

\* Special Education:  Yes  No \* 504:  Yes  No

Sch. of Residence: \_\_\_\_\_

### School Requested:

Sch. Currently Attending: \_\_\_\_\_

Acalanes  Campolindo  Miramonte  
 Choose **ONE** only

Reason for request:

I UNDERSTAND THAT UPON APPROVAL OF THIS APPLICATION I RELINQUISH MY RIGHT FOR MY STUDENT TO ATTEND MY EXISTING HIGH SCHOOL OF ATTENDANCE UNTIL THE FOLLOWING SCHOOL YEAR, IF SPACE PERMITS. Transportation is the responsibility of the parent.

Parent/Guardian Name: \_\_\_\_\_  
(Print)

Wk. Ph.: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_  
(Print)

Cell Ph.: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

**DEADLINE:**  
**December 9, 2021**  
**(4:00 p.m.)**

### Submit only **ONE** completed application to:

Amy McNamara, Assoc. Superintendent, Administrative Services  
 Intradistrict Attendance Enrollment  
 Acalanes Union High School District  
 1212 Pleasant Hill Road  
 Lafayette, CA 94549

All applicants will be notified of their status by mail by January 20, 2022.

### DISTRICT USE ONLY

Special Education students must be approved by the Special Education Department before transfer can be approved.

APPROVED  DENIED

\_\_\_\_\_  
 Associate Superintendent

\_\_\_\_\_  
 Date

APPROVED  DENIED

\_\_\_\_\_  
 Dir. of Special Education & Auxiliary Services

\_\_\_\_\_  
 Date