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**\*Please see guidance for the 2020-21 school year on pages 3-4\***

Students are generally expected to attend the school in the attendance area in which their parents or legal guardians reside. Attendance areas provide a balance among number of students, available classrooms, and teaching staff. The district strives to assure that the educational programs and opportunities within the district's schools are comparable. When unusual circumstances or special needs exist, exceptions will be considered based upon parent/guardian request and/or district need in accordance with these procedures. Transfers in attendance areas may be granted for any of the following:

#### **Placement of Student in District Program**

The district chooses to locate a number of district-wide programs at specific schools. Placement in these programs is made in accordance with the student's educational needs, qualifications, and space available regardless of the student's attendance area.

#### **Admission into Magnet Schools or Choice Options**

Admission to district Magnet Schools or a variety of Choice Options operated by district shall be in accordance to the procedures established for the respective program. These programs are generally open to students throughout the district without regard to the student's attendance area. Further information about admission to district magnet schools and choice option programs can be found in IGBHAB-AR : Choice Option Schools and Programs.

#### **In-District Transfers**

In rare situations, where student enrollment substantially exceeds space and/or staffing available, the district may need to transfer a student to another school. If a transfer is necessary, the district will make every effort to work with parents and/or guardians to assure as smooth of a transition as possible. If space becomes available in the student's home school, a student who is subject to an in-district transfer will have the first right of returning to the home school. The district will provide student transportation to the new school in cases of in-district transfers.

#### **Attendance Area Change Requests (ACR)**

A parent/guardian may request either a temporary or permanent change in attendance area when special circumstances merit such a change. Approval or denial of requests will be made jointly by home school and receiving school principals based upon student needs, space available in the school and the particular grade or program, impact on enrollment balance between the schools, and appropriateness of the program. Student educational and behavioral records may be reviewed. When an ACR is granted, student transportation to and from school is the responsibility of the parents/guardians. Poor attendance, tardiness, and/or disciplinary problems may be grounds for revoking the approval.

#### **Types / Reasons for Attendance Area Change Requests**

##### **1. Temporary Change of Attendance Area**

Changes that are granted under this section may be revoked when the factors necessitating the change end. Generally, temporary changes are reviewed at least annually and new ACR forms must be submitted. If the factor(s) necessitating the change have not changed, the request will be renewed. Temporary changes may be granted for the following reasons:

- To remain at a student's current school for the remainder of the school year, if the student's parent/guardian moves during the school year.
- To complete a student's education at a particular school if parent/guardians change their official residence within the school district or there is an official change in attendance area boundaries after the student completes the fourth grade at elementary, seventh grade at middle, or eleventh grade at high school.
- For significant family and/or student circumstance and/or hardship of an educational, medical, financial or personal nature which would be relieved by a change in attendance area. The circumstance or hardship to be relieved must be specified. At the elementary level this may include daycare.
- To take or participate in a sequential program of studies where the program is not offered at the student's resident high school. Once transferred for reasons of a program of study the student will be expected to remain enrolled in the program for which the transfer was granted.

## 2. Permanent Change of Attendance Area

Parents/guardians may request authorization for a student to attend a school outside of their attendance area. Changes that are granted under this section are for the remaining years served by the receiving school. Once a change is granted under this section it will not be necessary for parents/guardians to complete an ACR form annually. When a student moves to the next educational level (middle school, high school) a new area change request will be necessary.

In addition to consideration of space and staffing available, factors that will be considered are the length of the student's previous attendance at the school and siblings in attendance. Siblings are not automatically granted enrollment. However, siblings may be granted enrollment under temporary status above.

### **Change for Activity or Athletic Participation**

In competitive activities, which are governed by the Oregon School Activities Association (OSAA), eligibility will be determined by a review based on OSAA standards. Changes in attendance area may jeopardize OSAA eligibility. The district will not grant transfers based solely on athletic/activity considerations. Any student wanting to participate in an OSAA sport or activity should not begin practice until the ACR has been approved.

### **Procedures for Attendance Area Change Request**

- To enable planning at the respective schools and to receive maximum consideration, parent/guardians requesting a transfer should submit a completed ACR form to their home elementary (grades 1-5), middle and/or high school by March 1 and by May 1 for kindergarten students. A supplemental letter may be attached to further explain the specific reasons for the request.
- Requests received after March 1 for elementary (grades 1-5), middle and/or high school or after May 1 for kindergarten, will be considered after all other requests have been evaluated.
- The home school principal will review the request form, confer with the receiving school principal to consider space available and the factors of the request, make a joint decision to approve or deny the request, and notify the parent/guardian of their decision.
- If approved, the receiving school will confirm the decision and schedule an appointment for the parent and student to meet with the appropriate school personnel to complete enrollment and placement. Every attempt will be made to complete notification by May 1 in order to facilitate enrollment, scheduling, and planning.
- The receiving school will also notify appropriate district personnel to implement the change. i.e.: Transportation, Tech Services, etc.

- If an ACR is denied, a parent/guardian may request to have their student placed on a waiting list for consideration if space becomes available later in the year. Waiting lists will not be carried forward to the next year; a new request will be necessary.

### **Determining Residence**

- For purposes of enrollment, the primary residence of the student must be used. If it is determined that some address other than primary residence has been used for obtaining access to a specific school, then all rights and privileges accorded through this district administrative regulation regarding the choice of school shall be forfeited.
- Effective beginning with the 2021-22 school year, students whose primary residence is within the Caldera High / La Pine High Choice Attendance Area, as defined by the district, have the option to enroll at Caldera High or La Pine High School. Once a student has started at either Caldera High or La Pine High, that high school will be considered the student's home area high school. If a student who resides in the choice attendance area and who has started at either Caldera High or La Pine High, would like to transfer to a different high school in the district, that student must follow the procedures for an Attendance Area Change Request as described above.
- Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, camping grounds or trailer parks due to lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a private or public place not designed for ordinary use as regular sleeping accommodations for human beings; are living in a car, park, public space, abandoned building, bus or train station or similar setting; will not be denied or delayed school enrollment due to lack of any document normally required for determining primary residence.

### **Guidance for the 2020-21 School Year**

For the 2020-21 school year, students who are attending a school on an approved ACR who enroll in Bend-La Pine Online (BLPO) and remained actively enrolled for the entirety of the 2020-21 school year will not lose their spot at their school.

If there is a waitlist at the school, opportunities to fill the open spot will not be offered to anyone while the student is actively enrolled at BLPO.

If a student enrolls in BLPO and subsequently fails to complete the coursework for the first semester, they may lose their spot at their ACR approved school. The principal will consult with the superintendent or designee to determine if that student will be readmitted to their ACR approved school.

In addition to the BLPO option, incoming Kindergarten students who have an approved ACR may postpone their entry at the approved school until the start of the 2021-22 school year without losing their spot.

If a student who is attending a school on an approved ACR enrolls in a program or school outside of Bend-La Pine Schools (including district charter schools) for the 2020-21 school year, their spot will not be held.

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