



LIVERMORE
SCHOOL DISTRICT

Livermore Valley Joint Unified School District

685 East Jack London Boulevard, Livermore, CA 94551

Tel (925) 606-3200 Fax (925) 606-3366

February 2010

Dear Parent/Guardian,

Elementary and Middle School Open Enrollment and New Student Registration for the 2010-2011 School Year

This letter is to provide you with procedural information about our open enrollment policy and new student registration for the 2010-2011 school year.

OPEN ENROLLMENT/TRANSFER PROCEDURES

Students who live within the boundaries of the Livermore Valley Joint Unified School District are eligible to apply for a transfer to any school on a space available basis. Applications are accepted during the designated open enrollment time period. **This year's open enrollment period is February 16 through March 19, 2010, for students who will be in grades 1-8 during the 2010-2011 school year.**

Board Policy 5116.1 requires the District to annually notify parents/guardians about school options and available space. Space is determined by the program capacity of a school and the projected enrollment. The following elementary schools are at capacity and **will not accept transfers**:

**Arroyo Seco
Smith**

**Croce
Sunset**

Sibling transfer requests to these schools will be considered, but there is no certainty of space.

OPEN ENROLLMENT FOR MICHELL MIDDLE SCHOOL/TRANSFER PROCEDURES

The Livermore Valley Joint Unified School District's Board of Trustees has approved adding 8th grade for 2010-2011. If you would like your child **to attend 6th, 7th, or 8th grade at Michell Middle School** for the 2010-2011 school year, you must submit an intradistrict transfer request. Students currently enrolled at Michell in 6th and 7th grade do not have to submit a transfer to stay at Michell for 7th or 8th grade.

Transfer application forms are available at all school sites and the Student Services Department at the Education Center located at 685 E. Jack London Blvd., Livermore. Families will be notified no later than the last working day in June as to the disposition of their application. Applications received after the March 19, 2010, deadline may not be considered until August.

Special Education

Students assigned to Special Day classes do not participate in open enrollment. They are placed in programs and schools that serve their identified learning needs during the annual IEP process. Other special education students with resource or speech needs may participate in open enrollment if space is available in that program at the requested school. If you have specific questions regarding your child's special education needs, please contact the Special Education office at 606-3225.

Priorities

The following priorities and selection order will be used in approving intradistrict transfer applications under the open enrollment policy.

1. Students living in the attendance area of the requested school who were displaced to another school the prior year.
2. Siblings
3. Students on the waiting list from the prior year
4. Children of employees at the requested school

Displaced students have first priority for any openings and are not required to complete transfer paperwork in order to return to their resident school.

Lottery/Waiting Lists

The Student Services Department will conduct a lottery to establish the order of placement and waiting lists when the number of applications exceeds the number of spaces available. Waiting lists will be active for the 2010-2011 school year only, and expire prior to the next open enrollment period the following year.

NEW STUDENT REGISTRATION

Elementary and middle school students new to the District may register directly at their resident school during the open enrollment period. **Proof of residence in the Livermore Valley Joint Unified School District is required. You must provide one document from each of the three categories listed below:**

1. A current picture ID of parent/guardian: Driver's license, CA issued ID, or passport, etc., and
2. A current mortgage statement (escrow papers that show close of sale no later than seven days after the student's first day of school), grant deed, property tax bill, lease/rental agreement including property address, names of occupants, signatures of both parties with 2 months of canceled checks; or bank transfer records with the current school year and
3. A current PG&E, garbage, cable, or water bill with name and address listed (within 45 days for NEW home purchases/rentals)

(If you are unable to provide the required proof of residency listed above, please seek assistance from the school office)

Registration at the school of residence does not guarantee enrollment at that school (BP 5111).

If you have any questions about our process, please call 606-3206 or 606-3207.

Sincerely,



Bob See
Executive Director of Student Services