

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 19, 2013

**To:** Principals and Vice Principals

**Subject:** TRANSFER OPTIONS FOR VICTIMS OF VIOLENT CRIMES

**Department and/or Persons Concerned:** Principals, Vice Principals, Counselors, All School Staff Members

**Due Date:** Immediate

**Reference:** ESEA, Unsafe School Choice Options, Non Regulatory Guidance E1-F5

**Action Requested:** Implement Transfer Option Procedures for Victims of a Violent Crime

**Brief Explanation:**

*Unsafe School Choice Options established by federal law (ESEA) requires that any student attending a California public school and is the victim of a violent crime in or on school grounds is provided a transfer option to attend another school in the district. In order to demonstrate compliance with the federal requirement, the district must maintain appropriate records for three years and review the policies to ensure that the governing board has an adopted policy that includes this transfer option.*

The district has developed a process for implementation of the transfer option. School administrators must work with the local law enforcement in determining if a student is the victim of a violent crime as provided by the California *Penal Code*. The student must be provided the opportunity to transfer within 10 calendar days of the incident. Once the student has been identified as the victim of a violent crime, the following is the procedure for transfer.

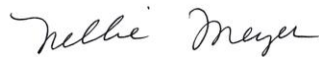
- A school administrator will provide parent with the informational letter (Attachment 1) and form (Attachment 2) for transfer option.
- School staff notifies the Neighborhood Schools and Enrollment Options Office (619) 725-7153 or [srobles@sandi.net](mailto:srobles@sandi.net) of the incident. If parent needs assistance with school choice options, the school staff may refer the parent to the Neighborhood Schools and Enrollment Options Office.
- Parent completes the form and the school staff faxes it to the Neighborhood Schools and Enrollment Options Office at (619) 725-7159.

- Neighborhood Schools and Enrollment Options Office reviews form and as appropriate, notifies the preferred transfer school of the impending enrollment. If athletic eligibility is an issue, the parent will be referred to Bruce Ward, Program Director of Athletics. Athletic eligibility is not guaranteed.
- Parent is notified by the Neighborhood Schools and Enrollment Options Office to enroll student in the preferred school.
- Records are maintained in the Neighborhood Schools and Enrollment Options Office.

Questions concerning this circular should be directed to the Neighborhood Schools and Enrollment Options Office (619) 725-7153.

Sandra Robles  
Manager  
Neighborhood Schools and Enrollment Options Office

APPROVED:



Nellie Meyer, Ed.D.  
Deputy Superintendent of School Support Services

SR:imt

Attachments (2)

Distribution: Lists B, D, E, and F



Date:

To:

This letter is to inform you that in accordance with the Unsafe School Choice Option established by federal law, any student attending a public elementary school, secondary school or charter school who becomes a victim of violent crime, must be allowed to attend a safe public elementary school, secondary school or charter school within the local educational agency.

According to our records, your child was a victim of violent crime while in or on school grounds; therefore, if you so choose, you have the right to exercise the above transfer option.

Please complete the attached form and return to your child's current school or to the San Diego Unified School District, Neighborhood Schools and Enrollment Options Office, the address is provided on the form. If you are considering a transfer for your child, upon receipt of the form, I will contact you regarding your options. If you have any questions you may contact my office at (619) 725-7153.

Respectfully,

Sandra Robles  
Manager  
Neighborhood Schools and Enrollment Options Office

Attachment - 1



### School Transfer Option Parent Request Form

Please complete the top half of this form and return to your child's current school or to:  
San Diego Unified School District  
Neighborhood Schools and Enrollment Options Office Attn: Sandra Robles  
4100 Normal Street, Annex 7A  
San Diego, CA 92103-2682  
(619) 725-7153 Phone (619) 725-7159 Fax

\_\_\_\_\_ I do not wish to consider a transfer for my child at this time.

\_\_\_\_\_ I would like to consider a transfer for my child.

\_\_\_\_\_ Please contact me regarding my options.

School Options Requested \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Name of Student \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone # \_\_\_\_\_

Student's Current School \_\_\_\_\_

I have read my rights concerning the transfer option for victims of violent crimes.

\_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of Parent/Guardian*

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**(For School Office use only)**

Site Administrator \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Police Officer \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

*Schools mail or fax (619) 725-7159 completed form to Neighborhood Schools and Enrollment Options Office, Eugene Brucker Education Center, Annex 7A.*

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**(For Neighborhood Schools and Enrollment Options Office use only)**

Exercised Transfer Option:  YES  NO

If **Yes**, transferred from \_\_\_\_\_ to \_\_\_\_\_

Date transferred \_\_\_\_\_

Attachment - 2

Revised 7.13