



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6128

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CATEGORY: **Students, Admission/Withdrawal**

EFFECTIVE: **11-03-78**

SUBJECT: **Enrollment for Child Care**

REVISED: **7-18-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing enrollment of pre-kindergarten through sixth-grade students at a school other than their school of geographic residence for purposes of child care. (Child care enrollment is granted only for elementary students.) This procedure applies only to children of families residing in the San Diego Unified School District. For transfers of students to or from other school districts, an "Interdistrict Attendance Permit" form will be required. (Procedure 6126)
2. **Related Procedures:**

Choice enrollment	6127
Interdistrict attendance permits	6126
Magnet programs	4262
Nonimmigrant aliens, registration	6130
Transportation for integration program students	5411
Transportation for the Regional Occupational Program (ROP)	5407
Transportation for special education students	5415
Voluntary Ethnic Enrollment Program (VEEP)	6135

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: H-1500, H-1501, H-2100; Government Code Section 244.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Enrollment Options Office, Office of the Superintendent.
2. **Definition.** Legal residence of an unmarried minor is the residence of the parent/guardian with whom the child lives, or the residence of an individual or an institution who has been given care or custody of the unmarried minor by a court of competent jurisdiction (Government Code Section 244).
3. All students are required to attend the school in the attendance area in which their legal residence is located, unless student has been accepted to another school through district established enrollment options procedures.
4. Requests for enrollment for child care purposes may be initiated at any time during a school year; enrollment must be renewed each school year.

5. Requests for enrollment for child care purposes are allowable whether a child care facility is publicly operated, privately operated, or a verified family arrangement. An affidavit verifying that child care arrangements have been made is required from all facilities.
6. If a child care arrangement changes, the permit will be canceled.
7. Approval of a request is subject to available classroom space at the school of attendance for the child care facility.
8. Falsification of information on a request form will result in denial of a request or revocation of enrollment.
9. During the period when an application is being processed and/or appealed, the student must attend the school of residence or the school he/she has been attending.
10. Some district schools do *not* accept requests for enrollment through child care. Acceptance of such requests is a site decision.
11. If enrollment for child care is denied, or terminated by the school, the parent/guardian has a right to appeal the decision. Such cases should be referred to the Enrollment Options Office.
12. All child care enrollments are valid within the allowable term so long as the student's attendance, citizenship, and scholarship are satisfactory. The school of attendance for child care purposes may cancel a permit if reasonable, corrective, and remedial measures have been tried and are ineffective. Documentation of such measures shall be maintained. Parent/guardian must be notified in writing of the cancellation and the reasons therefor.
13. **Parent/Guardian Appeal to Enrollment Options Office.** If a parent/guardian desires to appeal a site decision, he/she should request, in writing, a review by the Enrollment Options Manager. Within seven workdays of receiving a request, Enrollment Options Office shall collect the necessary information from the parent/guardian and school site. The Enrollment Options Manager has authority to recommend exceptions to usual policy when individual circumstances warrant such. Final decision will be made by the chief of staff.

D. IMPLEMENTATION

1. **Parent/guardian** applies to school of desired attendance and provides information on child care arrangements, including location, phone number, and specific adult to be contacted.
2. **Principal or Designee of School of Residence**
 - a. Requires signed affidavit (“Affidavit of Child Care” form [E.1.] from responsible child care person or facility verifying that child care arrangements have been made; affidavit must be signed by parent/guardian. For students in children’s centers operated by San Diego Unified School District, signatures of parent/guardian *and* center’s site administrator are sufficient.
 - b. Completes Section B.(1) of affidavit (E.1.) and sends affidavit to principal of school of attendance for child care facility. Parent/guardian may hand carry affidavit to school of attendance for child care facility.
3. **Principal or Designee of School of Attendance for Child Care Facility**
 - a. Completes Section B.(2) of affidavit (E.1).
 - b. Verifies completion of Section A. of affidavit (E.1.); distributes as follows:

Original:	To parent/guardian
Copy #1:	To school of geographic residence
Copy #2:	To school of attendance for child care facility
 - c. Completes and distributes “Elementary Student Data Form” (E.2.) with particular attention to completion of items on ethnic and special enrollment status codes. Special residence code for child care is CA, MSI (for magnet student) and VPI (for VEEP students).
 - d. Enrolls student at school of attendance for child care facility.

E. FORMS AND AUXILIARY REFERENCES

1. Affidavit of Child Care, Stock Item 22-A-1400; Spanish, Stock Item. 22-A-1401
2. Elementary Student Data Form, Stock Item 22-S-1573

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3. Record of enrollment for child care purposes

F. REPORTS AND RECORDS

1. Summary report from Information Technology Department, Business Operations Division, Office of School Site Support

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education