



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 0005

PAGE: 1 OF 4

CATEGORY: School District, Legal Status

EFFECTIVE: 5-01-71

SUBJECT: Establishment and Change of Attendance Areas

REVISED: 1-06-03

A. PURPOSE AND SCOPE

1. To outline administrative procedures for establishment and change of assigned and unassigned attendance area boundaries.

2. **Related Procedures:**

Choice enrollment	6127
Enrollment for child care	6128
Interdistrict attendance permit	6126
Preregistration and registration, K-6	6120
Preregistration and registration, 7-12	6123

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: E-2100, E-2150, E-2500, E-2550.

2. **Board Policy.** All areas of the San Diego Unified School District shall be included in an elementary school, a junior high/middle school, and a senior high school attendance area, except those undeveloped areas where schools have not been designated or built, and which have been defined as unassigned. Attendance area boundaries shall be adopted annually by the Board of Education.

a. All students are required to attend the school serving the attendance area in which they reside, unless enrolled in an approved integration program, or excepted through established procedures covering interdistrict, intradistrict or special attendance permits as provided for by district policies and/or procedures. Students residing in unassigned areas are assigned to an existing school by the Instructional Facilities Planning Department, Institute for Learning, in accordance with criteria listed in C.2.

b. Some sections of the school district may be designated as optional attendance areas. Parents/guardians residing in such areas may choose to enroll their child in one of two or more schools. Once a child is enrolled in the school of choice, he/she must attend the school of choice throughout his/her attendance at that level, i.e., elementary, middle, or junior and senior high. Conditions for transfer are the same as for any students whose parents/guardians request an intradistrict attendance permit.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Instructional Facilities Planning Department, Institute for Learning.
2. **General Criteria or Considerations in Establishment of Boundaries and for Assigning Students from Unassigned Areas**
 - a. Racial and ethnic balance.
 - b. Convenience and directness of travel, including availability of public transportation in case of secondary schools.
 - c. Topography, including hills, canyons, major streets, freeways, and drainage channels.
 - d. Hazards affecting health and safety of students and staff.
 - e. School size: balancing of enrollments to achieve optimal size (from the standpoint of balanced educational program, cost and manageability); and reduction of overcrowding.
 - f. Effect of special programs that cross normal boundaries.
 - g. Location of available school facilities.
 - h. Number of students to be housed (usually for at least a three-year period).
3. **Deadline for Boundary Changes.** First reading by the Board of Education should be not later than first Tuesday in April.
4. **Instructional Facilities Planning Department** has responsibility for:
 - a. Districtwide or interdivisional coordination for establishing attendance boundaries in conjunction with the responsibility for enrollment estimates and projections. Receives all requests for changes, coordinates, as necessary, for presentation to the superintendent, Executive Committee, and the Board of Education.
 - b. Preparation of boundary analyses, as necessary.

- c. Maintenance of records and maps defining boundaries for existing schools, and timely dissemination of such information.
 - d. Revision of boundary information prior to opening of school in fall (provided deadline in C.3. is observed).
 - e. Furnishing student counts when existing attendance areas are changed because a new school is added or boundaries for existing schools are to be changed.
 - f. Coordinating proposed changes in junior high/middle school attendance area boundaries with elementary schools attendance areas. When changes are contemplated in feeder-school patterns, such decisions should be made prior to February 1, if possible, to facilitate articulation from elementary school to junior high/middle school as required by Procedure 4760.
 - g. Arranging for review of all proposed attendance area boundary changes, or attendance boundaries for new schools, with appropriate local communities when deemed advisable.
5. **Each school is responsible for** maintaining a detailed street and attendance boundary map or a list of street names and addresses for use in answering routine inquiries by parents/guardians. Schools may obtain updates to this information on the Instructional Facilities Planning web site (<http://prod031.sandi.net/facplan>) or through district circulars and bulletins.

D. IMPLEMENTATION

- 1. **Inquiries Regarding Boundaries and School of Attendance.** Inquiries by parents/guardians should be directed to the school serving attendance area in which they reside, or to the boundary desk in the Instructional Facilities Planning Department, Annex 2, Eugene Brucker Education Center.
- 2. **Boundary Changes**
 - a. **Principal or other management employee** initiating a study forwards request for study to the Instructional Facilities Planning Department via instructional leader or division head by end of December of each year.

b. **Instructional Facilities Planning Department**

- (1) Coordinates review of boundary analyses or proposals with divisions involved.
- (2) By middle of March, submits recommendation to the Executive Committee for approval.
- (3) Arranges for publication of proposed boundary changes in attendance area(s) involved.
- (4) Arranges for community discussion as needed, to include representatives from divisions and departments involved.
- (5) Processes changes for Board of Education approval and disseminates information.

E. FORMS AND AUXILIARY REFERENCES

1. San Diego Unified School District boundary maps, annually prepared and distributed by the Instructional Facilities Planning Department with technical assistance from the Facilities Management Branch
2. Attendance area boundary descriptions, maintained by the Instructional Facilities Planning Department

F. REPORTS AND RECORDS

1. **Approved boundary maps:** Three copies shall be forwarded each year to recording secretary of the Board of Education for filing in archives.

G. APPROVED BY



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