



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 0001

PAGE: 1 OF 2

EFFECTIVE: 5-23-67

REVISED: 3-02-04

CATEGORY: School District, Legal Status

SUBJECT: Changes in Exterior and Board Election District Boundaries

## A. PURPOSE AND SCOPE

1. To define administrative procedures for changing exterior and board election district boundaries of San Diego Unified School District. This procedure should apply only when any change to exterior or election district boundaries of this school district is contemplated or completed as a result of annexation, deannexation, or redistricting ordered by the Board of Education.
2. **Related Procedure:**  
Establishment and change of attendance areas ..... 0005

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-1000, B-1100, B-1120, B-1150, B-2100; San Diego City Charter, Section 66.
2. **Section 66 of San Diego City Charter** requires that this school district be divided into five (5) election districts as nearly equal in population as practicable for the purpose of electing members to the Board of Education. This same section requires that a current map showing boundaries of such election districts be on file in the Office of City Clerk. This map must be changed each time exterior or board election district boundaries of this school district are changed.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of General Counsel, Office of the Superintendent.
2. **District Office of Record.** The Office of General Counsel shall be custodian of all official records and maps of exterior and board election district boundaries of this school district.

## D. IMPLEMENTATION

1. **Board Election District Boundary Change.**
  - a. **All inquiries,** proposals, or information that concern board election district boundary changes shall be referred to and initially considered by the Office of General Counsel.

SUBJECT: **Changes in Exterior and Board  
Election District Boundaries**

NO: **0001**

PAGE: **2 OF 2**

EFFECTIVE: **5-23-67**

REVISED: **3-2-04**

---

- b. **Board of Education** must review the populations of each board election district for equality among the districts within a reasonable time after each Decennial Census, after the Public Law 94-171 redistricting data have become available.
  
- c. **If Board of Education** decides to order realignment of election district boundaries based on a significant inequality in population among the five board election districts, the Office of General Counsel shall coordinate the process and:
  - (1) Prepare a school district map, indicating amended board election district boundaries that equalize, as nearly as practicable, the population in each election district.
  - (2) Present amended school district map to the Board of Education for adoption.
  - (3) Prepares an appropriate resolution for Board of Education adoption of amended map of board election district boundaries, as required by law.
  - (4) Files amended map and resolution approved by Board of Education with Clerk of City of San Diego, as required by law.

**E. FORMS AND AUXILIARY REFERENCES**

**F. REPORTS AND RECORDS**

- 1. Records relating to actual boundary changes are permanent records.

**G. APPROVED BY**



\_\_\_\_\_  
Chief of Staff, Leslie Fausset  
For the Superintendent of Public Education