



Student Achievement • Safe Schools • Positive School Climate  
Humility • Civility • Service

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
5130 Riverside Drive, Chino, CA 91710  
909-628-1201, Ext. 7750  
Student Support Services

**2017-2018 INTRADISTRICT OPEN ENROLLMENT  
TRANSFER APPLICATION PERIOD  
Grades TK through 12th**

Parents/Guardians,

Although students are generally expected to attend school in their zoned attendance area, California Education Code and the policies of the Board of Education allow various options for students wanting to attend school outside their resident attendance area.

The official "Intradistrict Open Enrollment Transfer" application period is November 1, 2016, through December 2, 2016. Students who want to attend a school other than their resident school for the 2017-2018 school year must submit an application during this designated time period to be included in the lottery. The random, unbiased lottery process determines students' lottery selection numbers for each school by grade level. By law, a first come, first served selection process does not constitute a random, unbiased process. Only one application and one requested school will be accepted for each student.

The lottery will be held on Tuesday, January 17, 2017, in the Chino Valley Unified School District board room located at 5130 Riverside Drive, Chino, CA. You are welcome to attend, but attendance is not mandatory. Parents/Guardians will be notified of their child's assigned lottery number by mail on February 6, 2017.

Sibling preference applies when a sibling has already established residency through a prior transfer process within the school requested and students must both attend the same school in the same school year. Next priority is given to students whose parent/guardian is assigned to the requested school site as his/her primary place of employment.

Residency established through the Intradistrict Open Enrollment Transfer process applies only to the elementary, junior high, or high school that granted the transfer. In other words, if you desire your student to remain in that school's feeder pattern, and the next school is accepting transfer applications, then a new Intradistrict Open Enrollment Transfer application must be submitted in the 6<sup>th</sup> grade and again in the 8<sup>th</sup> grade for the desired school.

The following schools are closed to transfers with the exception of qualifying siblings and students of employee's assigned to the requested school site:

- Cal Aero K-8
- Wickman Elementary
- Rhodes Elementary
- Chino Hills High

Parents/Guardians will be notified by February 24, 2017, if approved. When space is not available to accommodate all students, applicants are placed on an Intradistrict Open Enrollment waiting list for the requested school. As space allows, acceptance of applications will resume on August 28, 2017. The waiting list expires September 30, 2017.

Parents are required to enroll their student in the school in their attendance area until notified of the transfer approval. After notification of approval of an Intradistrict Open Enrollment Transfer application, parents/guardians must confirm enrollment at the requested school site within ten school (10) days of the date of notification or the application becomes void. Submission of an Intradistrict Open Enrollment Transfer application does not guarantee placement at the requested school site.

**Transitional Kindergarten (TK)**

Student Support Services will begin accepting pre-registration applications for Transitional Kindergarten (TK) for the 2017-2018 school year during the Intradistrict Open Enrollment Transfer period, November 1, 2016, through December 2, 2016. Eligible students must have their fifth birthday between September 2, 2017, and December 2, 2017.

TK will be held at the following schools:

- Anna Borba (p.m. only)
- Cattle (a.m. only)
- Chaparral (a.m./p.m.)
- Dickson (a.m. only)
- Glenmeade (a.m./p.m.)
- Liberty (a.m./p.m.)
- Walnut (a.m./p.m.)

Parents/Guardians shall provide evidence of the student's age at the time they submit the pre-registration application to Student Support Services. All TK applications received during the Intradistrict Open Enrollment Transfer period will participate in the lottery held on Tuesday, January 17, 2017, and will be assigned a random, unbiased lottery number.

If your 2016-2017 TK student is not attending his/her residence school and you wish to remain at the TK school for kindergarten through the highest grade served at that site, an Intradistrict Open Enrollment Transfer application must be completed during the 2017-2018 Intradistrict Open Enrollment Transfer period. Submission of an Intradistrict Open Enrollment Transfer application does not guarantee a kindergarten seat at the requested school.

Intradistrict Open Enrollment Transfer applications are available only at the Student Support Services Office, 13453 Ramona Ave, Chino, between the hours of 7:30 a.m. and 4:30 p.m.

The district does not provide transportation for any student approved through the Intradistrict Open Enrollment Transfer process.

If you have any questions regarding the Intradistrict Open Enrollment Transfer process, please contact Student Support Services at (909) 628-1201, Ext. 7750.

Sincerely,



Stephanie Johnson  
Director, Student Support Services