

# ***NUESTRO ELEMENTARY SCHOOL DISTRICT***

*Dr. Karen Villalobos, Superintendent/Principal*

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## **INTER-DISTRICT ATTENDANCE PROCEDURES, TIMELINES, CRITERIA, AND POLICY**

### **PROCEDURES AND TIMELINES FOR SUBMITTING REQUESTS FOR INTER-DISTRICT ATTENDANCE**

**Future year** *Request for Inter-district Attendance Agreement* forms and supporting documents will only be received between 8:30am and 2:00pm on any day school is in session. They will also be received on any day the district office is open during the month of August. A future year request is a request for inter-district transfer that is received up until 15 calendar days before the commencement of instruction in the school year for which inter-district transfer is sought

**Current year** *Request for Inter-district Attendance Agreement* forms and supporting documentation will only be received between 8:30am and 2:00pm on days school is in session, but not more than 26 calendar days prior to a regularly scheduled Board meeting or less than 18 calendar days prior to a regularly scheduled Board meeting. Current year requests will not be accepted between April 1st and August 1<sup>st</sup>. Current year requests are those requests received beginning 15 calendar days before the commencement of instruction in the school year for which inter-district transfer is sought.

The district will begin accepting requests for the 2026-27 school year on August 10, 2026.

Only an official *Request for Inter-district Attendance Agreement* form will be accepted, and all *Request for Inter-district Attendance Agreement* forms and supporting documents must be submitted to the Superintendent/Principal or his or her designee.

*Request for Inter-district Attendance Agreement* forms must be submitted according to the timelines listed above.

All requested supporting documents must be submitted to the district office within 3 business days of submitting the *Request for Inter-district Attendance Agreement forms*.

The parent/guardian(s) and prospective student must meet with the Superintendent/Principal within 3 business days of submitting the *Request for Inter-district Attendance Agreement* form.

It is the parent/guardian's responsibility to submit complete and accurate forms. Only complete and accurate *Request for Inter-district Attendance Agreement* forms and supporting documentation will be considered. The request will be deemed to be abandoned if the *Request for Inter-district Attendance Agreement* form or any supporting documentation is not completed or corrected within 3 business days of the district receiving the *Request for Inter-district Attendance Agreement* form. Any request that is approved based on an inaccurate or incomplete *Request for Inter-district Attendance Agreement* forms or supporting documentation/information may be revoked at any time.

## **ABANDONMENT OF REQUESTS**

Failure of the parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request unless the district provides an extended deadline or exception to the timeline in writing.

If a request is deemed to be abandoned, the parent/guardian must submit a new *Request for Inter-district Attendance Agreement* form and will not retain the “date of receipt” for the abandoned request.

## **PROCEDURES AND TIMELINES FOR PROCESSING REQUESTS**

Requests will be considered in the order that *Request for Inter-district Attendance Agreement* forms are submitted, according to the district’s policy on inter-district attendance, and considering the criteria listed in this document for approving or denying requests.

Requests for inter-district attendance that are not complete, and will not be considered, until all requested documents are submitted to the district and the parent/guardian and prospective student have met with the Superintendent/Principal.

## **NOTIFICATION OF FINAL DECISION**

The school district will notify a parent submitting a current year request of its final decision within 30 calendar days from the date the request was received.

The school district will notify a parent submitting a future year request of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which inter-district transfer is sought.

## **APPEALS OF DENIAL OF INTER-DISTRICT ATTENDANCE WITHIN THE SCHOOL DISTRICT**

Decisions by the Superintendent/Principal regarding inter-district attendance shall be final unless appealed to the governing board. If appealed to the board, the decision of the board regarding inter-district attendance shall be final as allowed by law. A parent/guardian may appeal to the governing board by submitting a written appeal to the Superintendent/Principal within 8 calendar days of the date on the notice that the request was denied. The appeal will be heard in closed session at the next regularly scheduled board meeting unless the parent/guardian requests, at least 5 days prior to the Board meeting, to have the appeal heard in open session.

It is the parent/guardian’s responsibility to comply with compulsory attendance laws while the decision is being appealed.

## **REQUIRED SUPPORTING DOCUMENTATION**

Below is a list of all required supporting documentation:

The Superintendent/Principal considers information from a variety of sources when determining whether to approve or deny a request. For that reason, the supporting documentation below is required to be submitted to the Superintendent/Principal within 3 business days of the district receiving your *Request for Inter-district Attendance Agreement* form:

\_\_\_\_\_ Most recent report card and progress report. If this covers less than two trimesters, the preceding school year's report card is required in addition to the most recent report card and progress report.

\_\_\_\_\_ Assertive discipline report for the previous 12 months.

\_\_\_\_\_ Attendance report for the previous 12 months. This may be included on report cards and progress reports.

\_\_\_\_\_ Behavior, Attitude, Effort, and Citizenship report for the previous 12 months. This may be included on report cards and progress reports.

\_\_\_\_\_ Signed Nuestro Elementary School District Agreement for Inter-district Attendance Agreement.

\_\_\_\_\_ Signed acknowledgement of understanding and acceptance of the guidelines for approving Request for Inter-district Attendance Agreement.

\_\_\_\_\_ The Superintendent/Principal reserves the right to request additional documentation as he or she deems necessary to evaluate requests. Those requested documents become required when requested.

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## **CRITERIA FOR APPROVAL OR DENIAL OF REQUESTS FOR INTER-DISTRICT ATTENDANCE**

Requests for inter-district attendance will only be approved when the district's administration determines there is an availability of space for the student, so approving the request will not require the district to expand any current programs or create any new programs; and will only be approved for students who have a consistent history of good grades, academic success, attendance, behavior, attitude, effort, and citizenship as determined by the district's administration.

Below are guidelines administration considers when determining whether to approve or deny requests:

#### Availability of space;

- A request may be approved only if there is space available for the student in the existing class or programs of the school at their current level of staffing. A request may be approved only if the district will not be required to expand a current program in any way or add a new program.
- A request will be denied if there is a lack of space available for the student. This includes space in a class or program the student would access if the request is granted. This includes denying a request because approving the request would require the district to expand any current program or create any new program; including increasing staff numbers, staffing time, or case load.
- A request may be denied based on a lack of space available for the student if a current year request is received after the beginning of the second trimester for the current school-year and the Superintendent/Principal determines the class or program that would be affected by approving the request would not have space available for that student in the following school year. In the event a request is denied for this reason, the parent/guardian will be given the opportunity to rescind their current year request and substitute a future year request with the same “date of receipt” as the current year request. This may be due to events, or a combination of events, such as students being projected to move into the district would cause a class or program to be full for the next school year; a student already requesting attendance for the following school year, with an earlier “date of receipt” would cause a class or program to be full for the next school year; currently enrolled students are projected to enter a class or program, causing that class or program to be full for the next school year; currently enrolled students projected to be retained to that class or program would cause that class or program to be full for the next school year; or staffing projections for the upcoming year indicate there will not be space available in a class or program for the next school year.

#### Academic record;

- A request may be approved if the Superintendent/Principal determines the student has a consistent record of achieving good grades and academic success. This includes a record of consistently receiving scores/marks that are the equivalent of “full competence”, “standard met”, “proficient” “extensive competence”, “standard exceeded”, or “advanced” on previous report cards, progress reports, benchmark assessments, and state assessment results. Any mark

less than the equivalent of those listed above will not be considered as having a history of good grades and achieving academic success.

- A request may be denied if the Superintendent/Principal determines the student does not have a consistent history of good grades and academic success. This determination would be supported by evidence the student has not met grade level standards in any core subject on any report card, progress report, benchmark assessment, entrance assessment, or state assessment. This includes any mark less than the equivalent of “full competence”, “standard met”, “proficient” “extensive competence”, “standard exceeded”, or “advanced” on previous report cards, progress reports, benchmark assessments, and state assessment results in core subjects (especially reading and math).
- A request may also be denied based on the student not having a consistent history of good grades and academic success if the Superintendent/Principal determines a student needing additional support has not achieved good grades and academic success while receiving additional support, including Tier 1 interventions, Tier 2 interventions, English Language Development support, and special education services.

#### Attendance record;

- A request may be approved if the student has a record of good attendance as determined by district administration. This includes, but is not limited to no previous record of truancy, being absent more than 7% of the days enrolled in any reporting period or school-year, being chronically absent, or having excessive tardiness (being tardy an average of more than one time per week for any given period of time).
- A request may be denied if the Superintendent/Principal determines the student does not have a history of good attendance. Evidence to support this may be the student has a previous record of truancy within the preceding 12 month period, being absent more than 7% of the days enrolled in any reporting period or school-year within the previous 12 month period, being chronically absent within the previous 12 month period, or having excessive tardiness (being tardy an average of more than one time per week for any given period of time) at any time within the previous 12 month period.

#### Behavior, attitude, effort, and citizenship;

- A request may be approved if the Superintendent/Principal determines the student has established a consistent record of good behavior, attitude, effort, and citizenship. This may include having a consistent record of earning the equivalent of satisfactory behavior, attitude, effort, and citizenship; and has no history of being suspended or failing to obey school rules within the past 12 months.
- A request may be denied if the Superintendent Principal determines the student has not established a consistent record of good behavior, attitude, effort, and citizenship. Examples may include earning less than the equivalent of “satisfactory” or “consistent” marks in areas such as “Attitude”, “Effort”, “Behavior”, and “Citizenship”. This includes, but is not limited to, earning a mark equivalent to “Unacceptable”, “Not Met”, “Nearly Met”, “Needs Improvement”, “Inconsistent”, or “Approaching”; especially in the area of following rules and directions. A request may also be denied if the student has a discipline record of two referrals or any suspension within the preceding 12 months.

#### Superintendent/Principal Discretion;

- In the event the Superintendent/Principal determines the request could be denied, the Superintendent/Principal may enter into a stipulated agreement with the parent/guardian and student (when appropriate). The conditions of such agreement shall be reduced to writing and signed by the parties to the agreement. The Superintendent/Principal can revoke the Request for Inter-district Attendance Agreement at any time, without prior notice or warning, if any conditions of the stipulated agreement are not met.

#### **CRITERIA FOR RESCINDING OR REVOKING INTER-DISTRICT ATTENDANCE AGREEMENTS**

An inter-district Attendance Agreement may be immediately revoked if:

- A student living in the district is admitted for attendance and would cause a class or program to exceed the enrollment limit set forth by Board Policy, bargained agreements, state regulation, or federal regulation, whichever is less.
- The district determines there is any violation of any terms or conditions of the approved *Request for Inter-district Attendance Agreement*, *Nuestro Elementary School District Agreement for School Attendance*, *any other agreement entered into between the district and parent/guardian*.

- A parent does not support the programs of the District or will not cooperate with the teacher of the student or the administration of the school.
- The student fails to cooperate with any teacher or staff.
- The student causes any disruption either in the classroom or outside of class.
- The student does not show good citizenship. Good citizenship is a mark of “Met” on any report for behavior, attitude, effort, and citizenship.
- The student does not obey all school rules.
- The student has a violation that could normally result in suspension or expulsion. The agreement will automatically be revoked if a student receives two (2) suspensions in one year. Suspension includes being suspended from the classroom or school for one or more days, either being sent home or staying in the office under the supervision of the Superintendent/Principal or his or her designee.
- The student has more than two (2) unexcused absences in any one trimester.
- The student has excessive tardiness, averaging more than one per week over any three-week period.
- The student fails to meet or maintain successful academic achievement. (Receiving a mark of “Not Met Progress Toward Standards” on any report is considered not meeting or maintaining successful academic achievement. Receiving a mark of “Nearly Met Progress Toward Standards” on any report during trimester 3 is considered not meeting or maintaining successful academic achievement).
- The student becomes truant or is absent more than 7% of the days enrolled.

The district reserves the right to revoke any Inter-district Attendance Agreement at any time after any condition allowing revocation as described above is met. The district is not required to assist the parent/guardian or student in correcting the deficiency that could result in revocation of an inter-district attendance agreement.

The Superintendent/Principal, at his or her sole discretion, may enter into a stipulated agreement where the student is allowed to continue attending on a probationary status. If such an agreement is made, the Superintendent/Principal may revoke the agreement for inter-district attendance at any time without cause.

## **APPEALS OF REVOCATION OF INTER-DISTRICT ATTENDANCE**

A parent/guardian may appeal the district's revocation of inter-district attendance by filing a written request of appeal with the District within 10 days of the receipt of the written notification of revocation.

The Board will hear that appeal at the next regularly scheduled Board meeting. If the appeal is granted, the student shall be readmitted.

It is the parent/Guardian's responsibility to be compliant with mandatory attendance laws while the decision is being appealed.

A parent/guardian may appeal the district's final decision to revoke an Inter-district Attendance Agreement as allowed by law (for revocation).

If you understand and accept the guidelines for approval as stated above, please complete the online Request for Inter-district Attendance Agreement.

Per Board Policy 5125

Interdistrict Attendance

Updated as of 10-23-2025