

# Claremont Unified School District

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<http://www.cusd.claremont.edu>



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February 1, 2008

Subject: **Open Enrollment**

Dear Parents/Guardians:

Parents/Guardians of Kindergarten students residing within the Claremont Unified School District may select the school they wish their child to attend, in accordance with procedures and guidelines of District Policy 5116, Open Enrollment. Once enrolled in school through the Open Enrollment policy, students shall be considered to be residing in that school's attendance area and no longer have first priority rights to enroll in the school of the attendance area in which they reside. A new open enrollment/intradistrict transfer permit will be required to return to their original school of residence.

Applications for Open Enrollment transfers are available, as of February 4, 2008, at the Student Services office and will be accepted between February 4 and May 1 for the 2008 – 2009 school year. The deadline for Open Enrollment applications is May 1, 2008. Parents/Guardians will be notified of their child's school placement by June 16, 2008. Parents must confirm their child's enrollment with the receiving school by July 17, 2008.

The District is experiencing growth at several schools. As a result, Open Enrollment slots are limited and the only spaces available are at the following school sites:

Chaparral	2 spaces in K	Sumner	2 spaces in K
Condit	2 spaces in K	Sycamore	2 spaces in K
Mountain View	2 spaces in K	Vista	2 spaces in K
Oakmont	2 spaces in K		

You can review the description of our seven elementary schools on our web site at [www.cusd.claremont.edu](http://www.cusd.claremont.edu) to assist you in your decision.

If any of these schools receive requests for admission in excess of that school's capacity, the selection of students will be made on a random unbiased basis. When the requested Open Enrollment transfer is not approved because of the receiving school's capacity limitations, students will be placed on a waiting list for their school of choice. In the meantime, students are to be enrolled in their school of residence. The waiting list will expire on September 30, 2008.

Transfer requests to any of these schools for students enrolled in Special Education classes must first be reviewed by the Special Education Office, 170 W. San Jose Ave., Claremont, for program and space availability.

The Open Enrollment policy does not affect other intradistrict or interdistrict transfer procedures. These other attendance options continue to be available for Claremont Unified School District students, on a space available basis and will continue to be processed through District established guidelines. Please remember that intradistrict transfer slots are limited, therefore, if you were an intradistrict transfer last year, you need to re-apply by May 15, 2008.

Sincerely,



Michael K. Bateman  
Executive Director, Student Services

MKB/mr

Attachment