



# El Monte Union High School District

3537 Johnson Avenue • El Monte, California 91731

(626) 444-9005

October 29, 2018

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Dear Parent/Guardian:

This letter is to inform you of the **Open Enrollment** process within the El Monte Union High School District for your student for the **2019-2020** school year. The enrollment process is automatic. **No action is required on your part if you would like your son or daughter to go to your resident school.** However, those of you who would like to request a school in the El Monte Union High School District other than your school of residence **must** do so during the Open Enrollment period, **November 26-December 7, 2018. This is the only period of time to request a district school other than your school of residence.** Please remember that these requests are for the next school year (2019-2020).

Following are questions and answers that may be helpful to you in understanding the Open Enrollment process:

### HOW DO I KNOW WHICH SCHOOL IS MY SCHOOL OF RESIDENCE?

Each school has boundaries defining its attendance area. **If you reside within the established boundaries of a school, that is your school of residence within the El Monte Union High School District.** Information indicating the school to which your student is assigned is available through the District Office located at 3537 Johnson Avenue, El Monte, California, or on our website at [www.emuhsd.org](http://www.emuhsd.org). Go to "Home School Interactive Map."

### HOW DO I REQUEST A DIFFERENT SCHOOL WITHIN THE EMUHSD FOR MY SON/DAUGHTER?

You may request placement in a different EMUHSD school by submitting an application at the District Office, located at 3537 Johnson Avenue in El Monte during the following dates and times:

November 26 – November 30, 2018	8:00 a.m. – 4:00 p.m. ( <i>Extended Hours on Nov. 28 8:00 am 7:00 pm</i> )
December 3 – 7, 2018	8:00 a.m. – 4:00 p.m.

Applications will be available on the website and at the District Office.

### HOW DO I REQUEST A SCHOOL IN A DIFFERENT SCHOOL DISTRICT?

This Open Enrollment period pertains only to requested movement within the EMUHSD. If you wish to request a school outside of this district (i.e. Baldwin Park, Montebello, etc.), you must make an appointment with the principal at your high school of residence.

### AM I ASSURED OF THE SCHOOL I REQUEST DURING OPEN ENROLLMENT?

No. Random selection will determine which students are accepted for a particular school. There is a possibility you will not receive your requested school. Students not selected for the school of their choice will be assigned to their school of residence. If your student does not receive your choice of school, the student's name will be placed on a waiting list. Students on the waiting list will be assigned during the 1st and 2nd week of school, if spaces become available.

### IF I HAVE OBTAINED A HIGH SCHOOL TRANSFER FOR MY CHILD THROUGH OPEN ENROLLMENT IN THE PAST, DO I NEED TO ATTEND OPEN ENROLLMENT AGAIN?

No. You do not need to renew your child's Open Enrollment transfer every year. You would only need to attend Open Enrollment again if you are requesting another change to another EMUHSD school.

### IS TRANSPORTATION PROVIDED TO THE NEW SCHOOL?

Transportation is **not** provided to any school.

I hope the above questions and answers have been helpful to you in understanding the Open Enrollment process. The El Monte Union High School District Board of Trustees and staff are committed to delivering exemplary educational programs at each of our schools and feel confident the students at all schools will have the opportunity to avail themselves of a rewarding experience. If you have additional questions after reading the above information, please call (626) 444-9005.

Sincerely,

Larry Cecil

Assistant Superintendent for Educational Services

**EL MONTE UNION HIGH SCHOOL DISTRICT**  
**Intra-district Attendance Request**

GENERAL INFORMATION: The El Monte Union High School District offers all parents and students the opportunity to seek the school of their choice within the district through the Open Enrollment process, which is held once a year. Openings at each school site are determined by:

1. Physical space available to house students. Each school has a limited number of spaces available for students.
2. Teaching staff available to adequately teach students.

**Students who do not participate in the Open Enrollment process will be assigned to their school of residence within the El Monte Union High School District.**

BOARD POLICY: Transfers requested other than during the Open Enrollment process may be considered when the transfer would benefit the student's physical and/or psychological health. Medical confirmation will be requested.

**INTRA-DISTRICT PROCEDURE:**

1. Parent completes application. Student must reside with parent or legal guardian. Guardian must be court appointed. The address of the parent must be used for purposes of enrollment. Verification of address will be requested.
2. District administration determines if a specific school or program has space available for new students.
3. Each application is considered according to space availability at school of choice. A lottery system will determine the order in which students will be admitted to those schools that have more applicants than space available.
4. All applicants will be notified before the opening of school.
5. Parents are required to enroll their son/daughter in the school in their attendance area until notified of the approval. **STUDENTS NOT ENROLLED IN THEIR ATTENDANCE AREA SCHOOL MAY BE REMOVED FROM THE TRANSFER PROCESS.**

TRANSPORTATION for students is NOT provided by the El Monte Union High School District.

ATHLETIC ELIGIBILITY may be affected for students enrolled in grades 9, 10 and 11 who are participating in athletics. These students may lose a year's eligibility under current California Inter-Scholastic Federation rules. It is recommended the parents check with the school before making this application for transfer.

Under no circumstances may students attending schools other than their school of residence displace a resident student.

<u>School</u>	<u>Projected Available Space 2019-2020</u>
Arroyo	Limited Space
El Monte	Limited Space
Mountain View	Space Available
Rosemead	Limited Space
South El Monte	Space Available