

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 12, 2014

To: Principals and Vice Principals

Subject: TRANSFER OPTIONS FOR VICTIMS OF VIOLENT CRIMES

Department and/or Persons Concerned: Principals, Vice Principals, Counselors, All School Staff Members

Due Date: Immediate

Reference: Unsafe School Choice Options (USCO), Non Regulatory Guidance E1-F5, (ESEA)

Action Requested: Implement Transfer Option Procedures for Victims of a Violent Crime

Brief Explanation:

Unsafe School Choice Options (USCO) requires that any student attending California public school and is the victim of a violent crime in or on school grounds is provided a transfer option to attend another school in the district. In order to demonstrate compliance with the federal requirement, the district must maintain appropriate records for three years and review the policies to ensure that the governing board has an adopted policy that includes this transfer option.

The district has developed a process for implementation of the transfer option. School administrators must work with the local law enforcement in determining if a student is the victim of a violent crime as provided by the California *Penal Code*. The student must be provided the opportunity to transfer within 10 calendar days of the incident. Once the student has been identified as the victim of a violent crime, the following is the procedure for transfer.

- A school administrator will provide parent with the informational letter (Attachment 1) and form (Attachment 2) for transfer option.
- School staff notifies the Neighborhood Schools and Enrollment Options Office (619) 725-7153 or srobles@sandi.net of the incident. If parent needs assistance with school choice options, the school staff may refer the parent to the Neighborhood Schools and Enrollment Options Office.
- Parent completes the form and the school staff faxes it to the Neighborhood Schools and Enrollment Options Office at (619) 725-7159.

- Neighborhood Schools and Enrollment Options Office reviews form and, as appropriate, notifies the preferred transfer school of the impending enrollment. If athletic eligibility is an issue, the parent will be referred to Bruce Ward, Program Director of Athletics. Athletic eligibility is not guaranteed.
- Parent is notified by the Neighborhood Schools and Enrollment Options Office to enroll student in the preferred school.
- Records are maintained in the Neighborhood Schools and Enrollment Options Office.

Questions concerning this circular should be directed to the Neighborhood Schools and Enrollment Options Office (619) 725-7153.

Sandra Robles
Manager
Neighborhood Schools and Enrollment Options Office

APPROVED:



Midori Wong
Director, Office of Special Projects

SR:imt

Attachments (2)

Distribution: Lists B, D, E, and F



Date:

To:

This letter is to inform you that in accordance with the Unsafe School Choice Option established by federal law, any student attending a public elementary school, secondary school or charter school who becomes a victim of violent crime, must be allowed to attend a safe public elementary school, secondary school or charter school within the local educational agency.

According to our records, your child was a victim of violent crime while in or on school grounds; therefore, if you so choose, you have the right to exercise the above transfer option.

Please complete the attached form and return to your child's current school or to the San Diego Unified School District, Neighborhood Schools and Enrollment Options Office, the address is provided on the form. If you are considering a transfer for your child, upon receipt of the form, I will contact you regarding your options. If you have any questions you may contact my office at (619) 725-7153.

Respectfully,

Sandra Robles
Manager
Neighborhood Schools and Enrollment Options Office

School Transfer Option Parent Request Form

Please complete the top half of this form and return to your child's current school or to:

San Diego Unified School District
Neighborhood Schools and Enrollment Options Office Attn: Sandra Robles
4100 Normal Street, Annex 7A
San Diego, CA 92103-2682
(619) 725-7153 Phone (619) 725-7159 Fax

_____ I do not wish to consider a transfer for my child at this time.

_____ I would like to consider a transfer for my child.

_____ Please contact me regarding my options.

School Options Requested _____

Name of Parent/Guardian _____

Name of Student _____

Address _____

Daytime Phone # _____

Student's Current School _____

I have read my rights concerning the transfer option for victims of violent crimes.

_____ Date: _____
Signature of Parent/Guardian

(For School Office use only)

Site Administrator _____ Phone _____ Email _____

Police Officer _____ Phone _____ Email _____

Schools mail or fax (619) 725-7159 completed form to Neighborhood Schools and Enrollment Options Office,
Eugene Brucker Education Center, Annex 7A.

(For Neighborhood Schools and Enrollment Options Office use only)

Exercised Transfer Option: YES NO

If **Yes**, transferred from _____ to _____

Date transferred _____

Revised 8-14