



## GREENTREE ELEMENTARY

2026-27 School Year

### Intradistrict/School Choice Agreement Form

Dear Parents:

Greentree Elementary Intradistrict/School Choice policy provides the opportunity for parents who reside within the Irvine Unified School District attendance boundaries to enroll their student in any school within the district on a space available basis. You are choosing to participate in Intradistrict/School Choice and agree to the following:

\_\_\_\_\_ I am making a commitment for my child to attend the School of Choice; therefore, pursuant to IUSD's Intradistrict/School Choice Policy, **my student(s) may be refused enrollment at their assigned neighborhood school for the balance of the same academic year due to restricted space.**

\_\_\_\_\_ Home to school transportation is the responsibility of the parent.

\_\_\_\_\_ Student(s) may be transferred back to his/her school of residence for any of the following reasons: (1) unsatisfactory attendance, (2) continual tardiness, (3) failure of the parent/ guardian to make adequate transportation arrangements, (4) unsatisfactory behavior, (5) no longer residing within IUSD boundaries.

\_\_\_\_\_ Acceptance at the School of Choice is for one year and is reviewed each year. Should space availability at the School of Choice for the following year become an issue, provisionally enrolled students are subject to return to their assigned neighborhood school. Under such circumstances, students will be returned on the basis of their enrollment date with last enrollees being the first to return to their assigned neighborhood school. Please note that the school will make every effort to continue enrollment of all students whenever possible; however, it is the primary responsibility of the school to serve the needs of the immediate neighborhood first.

\_\_\_\_\_ Transition to middle school or high school is based not on previous school of enrollment, but on the assigned school attendance area.

\_\_\_\_\_ Intradistrict/School Choice decisions are final. There is no appeal process for Intradistrict/School Choice denials.

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ DOB: \_\_\_\_\_

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DISTRICT ASSIGNED NEIGHBORHOOD SCHOOL: \_\_\_\_\_

SCHOOL OF CHOICE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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## ***Intradistrict/School Choice Guidelines***

Reflecting the belief that parents should have a choice of schools, the Irvine Unified School District established at its inception an Intradistrict/School Choice Policy. This policy provides the opportunity for parents who reside in the district to enroll their student in any school within the district on a space available basis.

Each school is required to serve the students who live within its [attendance area](#) prior to accepting any students from outside its boundary.

Though the district supports parental choice and is committed to Intradistrict/School Choice, once enrollment reaches school capacity, that school or grade level will be closed to Intradistrict/School Choice. Some schools are currently closed to Intradistrict/School Choice. The following conditions also restrict the opportunities for Intradistrict/School Choice:

- Approvals are for one year and are reviewed each year.
- Parents must provide transportation.
- Space must be available at the requested school.
- Transition to middle school or high school is based not on previous school of enrollment, but on the assigned [school attendance area](#).

### **Approval Process for Intradistrict/School Choice:**

To assure that the approval process for those interested in Intradistrict/School Choice is random and unbiased, a waiting list is maintained at each school based on an annual lottery. This procedure is implemented as follows:

- Parents complete a School Choice Form and submit it to the principal of the school being requested. School Choice Forms are available at any school office the Monday following winter recess.
- Parents complete a separate School Choice Form for each student.
- Requests for each different school are entered on a separate form.
- The deadline for submitting a request is noon on the fourth Friday in February.
- Based on forms submitted by the deadline, principals draw names and establish waiting lists (by grade level at the elementary level).
- Requests received after the deadline are added to the school's waiting list on a first-come, first-serve basis.

### **Enrollment and Return Guidelines:**

If a student is enrolled in a school outside their assigned attendance area and continued enrollment is desired, an Intradistrict School Choice Form need not be completed. Once enrolled in a school outside their assigned attendance area, students and their siblings receive priority at that school for continued enrollment over all other Intradistrict School Choice applicants. If, for any reason, the school is unable to permit continued enrollment, the principal will notify the student's parents/legal guardians.

Students who elect to begin a given academic year at a school other than their assigned school may be refused enrollment at their assigned school for the balance of the same academic year due to restricted space availability. Transfers within the school year may disrupt student academic goals and progress. Students who still elect to return to their assigned attendance area school, may do so during the school year; however:

1. Elementary and Middle school students may only transfer at the beginning of a trimester.
2. High school students may only transfer at the beginning of a semester.
3. Year-Round students may not transfer to a traditional school.

### **Sibling Rule:**

In cases where not all siblings or students assigned to a school can be accommodated, students shall be accepted for enrollment as space becomes available, in the following order:

1. Students residing in an assigned school attendance area who would have an older sibling concurrently enrolled at the school.
2. Students who reside in an assigned school attendance area regardless of a sibling.
3. Students who do not reside in the assigned school attendance area, but would have a sibling enrolled concurrently.
4. Students on a school's waiting list who reside outside the assigned school's attendance area.

**Displaced Students** – Due to overcrowding, a student may be requested to enroll in a school that is not their assigned neighborhood school. In such cases, students have the right of continued enrollment at their new assigned school and it is treated as their assigned neighborhood school. If there is an interest to return to their assigned neighborhood school when space becomes available, the principal of the assigned neighborhood school should be contacted no later than noon on the fourth Friday in February.

**Priorities within Super Attendance Areas** – The District has a Super Attendance Area: Culverdale/Westpark. Unless already closed to further enrollment, students residing in a super attendance area are entitled to a seat at one of the two schools in that super attendance area. In the event requests exceed available seats at a grade level during the normal enrollment period, or there is a waiting list at any grade level of a school in a super attendance area, first priority will be given to requesters on the list who reside closest to the preferred school within the designated super attendance area.

*All policies and attendance areas are subject to change by the Board of Education of the Irvine Unified School District.*

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