

SCHOOL ATTENDANCE BOUNDARIES

Establishment and Change of Attendance

This administrative regulation pertains to establishing and changing assigned and unassigned attendance area boundaries.

The deadline for boundary changes by the Board of Education shall be no later than the first Tuesday in April.

The Instructional Facilities Planning Department has responsibility for:

1. Districtwide or interdivisional coordination for establishing attendance boundaries in conjunction with the responsibility for enrollment estimates and projections; receives all requests for changes, coordinates, as necessary, for presentation to the superintendent, and the Board.
2. Preparation of boundary analyses, as necessary.
3. Maintenance of records and maps defining boundaries for existing schools, and timely dissemination of such information.
4. Revision of boundary information prior to opening of school in fall.
5. Furnishing student counts when existing attendance areas are changed because a new school is added or boundaries for existing schools are to be changed.
6. Coordinating proposed changes in junior high/middle school attendance area boundaries with elementary schools attendance areas. When changes are contemplated in feeder-school patterns, such decisions should be made prior to February 1, if possible, to facilitate articulation from elementary school to junior high/middle school.
7. Arranging for review of all proposed attendance area boundary changes, or attendance boundaries for new schools, with appropriate local communities when deemed advisable.
8. Maintaining a detailed street and attendance boundary map or a list of street names and addresses for use in answering routine inquiries by parents/guardians. Schools may obtain updates to this information on the Instructional Facilities Planning web site or through district circulars and bulletins.

Inquiries regarding boundaries and school of attendance made by parents/guardians should be directed to the school serving attendance area in which they reside, or to the boundary desk in the Instructional Facilities Planning Department, Annex 2, Eugene Brucker Education Center.

SCHOOL ATTENDANCE BOUNDARIES (continued)

The Principal or other management employee initiating a study shall forward any request for study to the Instructional Facilities Planning Department via instructional leader or division head by end of October of each year.

The Instructional Facilities Planning Department shall:

- 1 Coordinate review of boundary analyses or proposals with divisions involved.
- 2 Arrange for community discussion as needed, to include representatives from divisions and departments involved.
- 3 Process changes for Board approval and disseminates information.

San Diego Unified School District boundary maps shall be annually prepared and distributed by the Instructional Facilities Planning Department via the district website.