



# MT. DIABLO

## UNIFIED SCHOOL DISTRICT

### **Intradistrict Transfers Changes and Updates**

Presented by Felicia Stuckey-Smith, Director, Student Services  
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# LCAP Goals

1

All students will receive a high quality education in a safe and welcoming environment with high expectations and rigorous instruction in the California State Standards that prepare them for college and career.

2

Highly qualified, culturally proficient, and responsive staff will create a safe and engaging learning environment respectful of all students' backgrounds ensuring they are college and career ready when they graduate.

3

Families and community members will be informed, and empowered as partners with Mt. Diablo Unified to support student learning and improve student outcomes.

4

Focal scholars, specifically African American students, Foster Youth, students experiencing homelessness, students with IEPs and multilingual students, will experience culturally responsive practices and be provided rigorous instruction within an educational environment that builds trust and inclusive partnerships between the students, families, and staff.

5

All students at Crossroads High School and Olympic High School will demonstrate a 6% increase in attendance rate and a 6% increase in on-pace graduation rate by June 2026, leading to an increase of 6% in graduation rates.

# CCEE

California Collaborative  
for Educational Excellence



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College & Career Readiness  
**Educational Equity**

# Goals

Enhance student achievement by fostering collaboration among departments to align their responsibilities and initiatives.

Ensure that all departments are aligned in their efforts to support student success. This includes sharing best practices, resources, and data to identify areas for improvement and celebrate achievements.

Foster interdepartmental collaboration to support positive student outcomes.



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# District Departments' Collaboration to Support Student Achievement

**Business Services**-Managing the District's fiscal resources, budgets, and accounting records.

**Education Services**- *Ensures equal opportunities for every student by providing an inclusive, well-structured, and seamlessly integrated educational program.*

**Human Resources**-Recruiting and hiring highly qualified employees for all positions,

**Information Technology (IT)** *Manage the Aeries student data based system.*

**Student Services (Manage Centralized Enrollment, Transfers, Health Care Services)**

**Special Education**-*Strengthen communication with families, improve assessment of the needs of children, and improve implementation of special education services.*



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# Intradistrict Transfers

**The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also maximizing the efficient use of district facilities and resources. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.**

**BP/AR 5116.1**



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# Existing Board Policy Intradistrict Transfers

Online applications for secondary schools Intradistrict open enrollment shall be submitted between October 15 and November 15 of the school year preceding the school year for which the transfer is requested.

Online applications for elementary schools intradistrict open enrollment shall be submitted between February 10 and March 10 of the school year preceding the school year for which the transfer is requested.

Parent/guardian may apply to designated schools that are not impacted. Only one Intradistrict Transfer Request per student will be approved. Parent/guardian may only apply for one transfer per student during a school year. If parent/guardian applied for an Intradistrict Transfer (a transfer within MDUSD), then a subsequent Interdistrict transfer (a transfer between MDUSD and another school district) will not be accepted.

If student applications to enroll in a school are fewer than the openings available, all students requesting admission shall be enrolled.

When more requests are received than there is space available to attend a specific school, the Student Services Office will conduct a public lottery among the applicants to fill any vacancies that may exist. The public lottery will be held by February 15 or grades 6-12 and April 1 for grades K-5.

Parents/guardians shall be notified by April 30 for secondary students and by May 30 for elementary students. Parents/guardians shall be notified by mail as to whether their applications have been approved or denied. If the application is denied, the reasons for denial shall be stated and the district appeal procedure explained. Parents/Guardians must notify Student Services within two weeks if they elect not to accept their approved transfer.

**BP/AR 5116.1**



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# Current Intradistrict Transfer Process

*October 15- November 15  
December  
February 10- March 10*

*Online application for secondary Schools  
K Lottery for Monte Gardens and Sequoia Elementary Schools  
Online application for K- 4 Elementary Schools*

- **Secondary Lottery in Fall with notification in Spring**
  - Delay in response time
  - School course selections are due in early January, impacting our ability to plan staffing for coursework
  - Parent Notification is AFTER course selections are due and AFTER staffing decisions are made in March
- **Monte Gardens and Sequoia Elementary Lottery in Fall/Winter**
  - Parents go to the school sites and signed up for the December lottery
  - Lottery required to be prior to TK/K enrollment to ensure accurate accounting for remaining sites
  - Parent notification in December and students enrolled in January
- **TK/K Enrollment in Winter/Spring**
  - This process lasts two months to get through each site and needs close monitoring to ensure no overages
- **Elementary Lottery in Spring with notification in Summer**
  - Delay in response time
  - Parent notification is AFTER staffing decisions are made in March
  - Delay in staffing at sites to ensure contractual ratios and no class size overages overages



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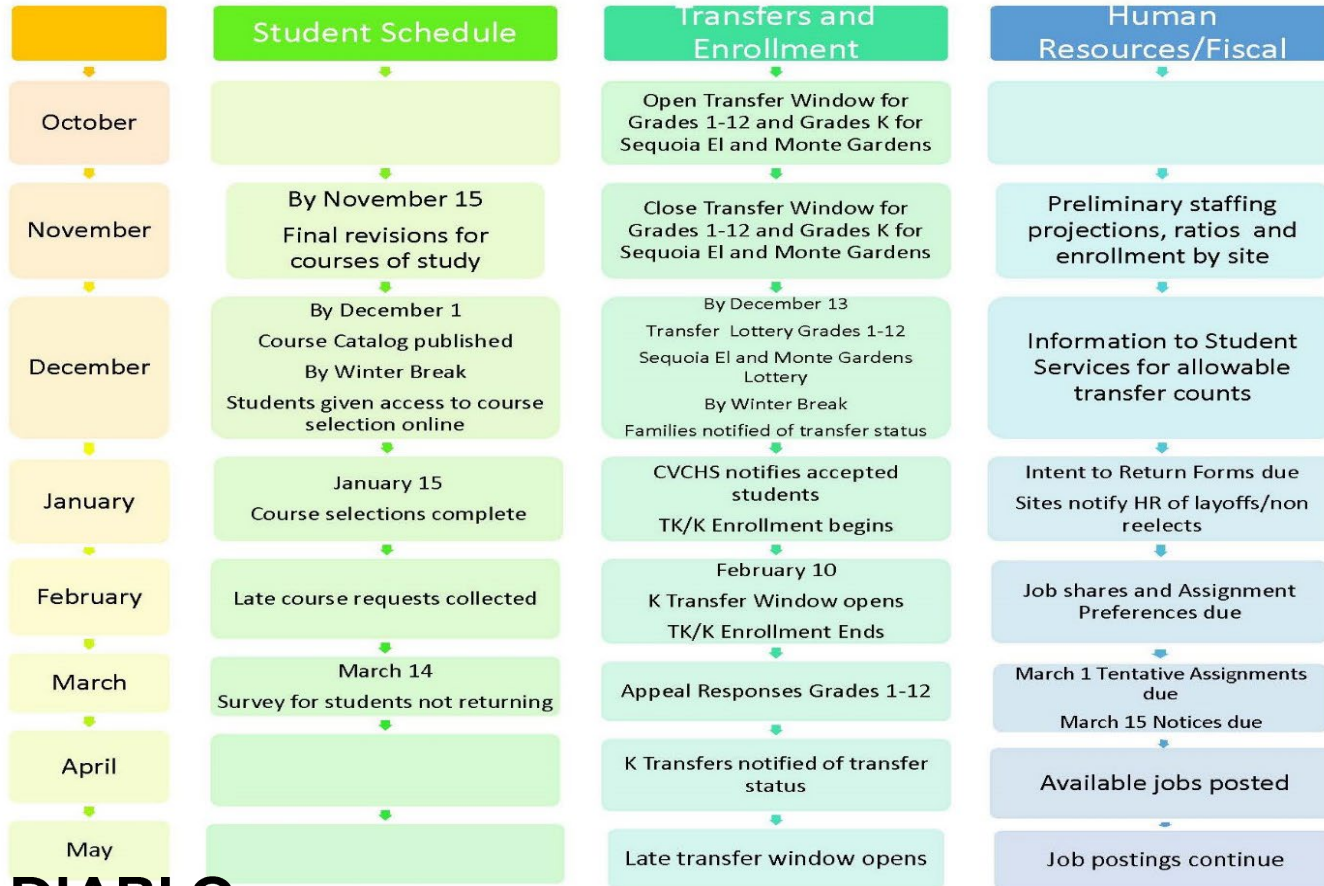


# Variables Involved

Contractual, Legal or Practical Restrictions	Within District Control	Outside of District Control
Class Size	Class Staffing Ratios	Combination of Students in a grade level at a site
Physical Classrooms on Site	Maximum number of students at each site	Number of students enrolling at each site
Contractual hiring and release deadlines	Hiring and retention of highly qualified staff	Employment decisions of highly qualified staff
Student demand for particular coursework	Minimum class size to operate particular coursework	The availability of staff for particular coursework



# Suggested Update to Process



# Recommended Intradistrict Transfer Process Changes

- **Current K-11 graders** apply online October-November 2025 for the 2025-2026 school year
  - Lottery and parent notification in December 2024
  - Students complete school course selections in early January 2025 (secondary students)
  - Staffing based on projected enrollment at each school
- **Monte Gardens and Sequoia Elementary- K-4 grade students apply online October-November 2024**
  - Parents of students already on the Kindergarten lottery list will be informed by the enrollment center staff in September to complete the online application
  - Parent notification in December and students enrolled in January 2025 for the 2025-2026 school year
  - All Parents wanting their current K-4 grade student to attend Monte Gardens or Sequoia can apply online October-November 2024. Lottery held in December 2024 and students assigned a lottery number
  - Students currently on the waitlist maintain their waitlist number and new students in the December 2024 lottery are added after them in numerical order.
- **K Enrollment in Winter/Spring 2025 for the 2025-2026 school year**
  - Apply online February-March 2025
  - Lottery and parent notification Spring 2025



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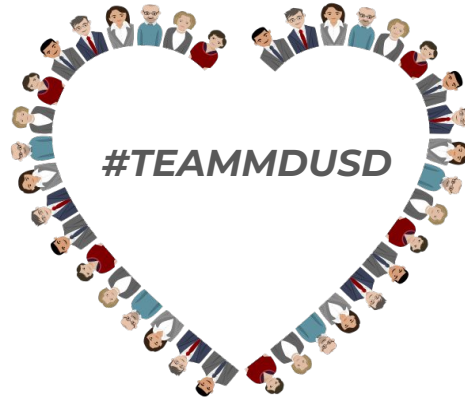
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***Thank you***