

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-5112

CHANGE OF SCHOOL ASSIGNMENT

I. Student Assignment

- A. The purpose of this regulation is to establish a framework by which a parent/guardian of a student in Grades Kindergarten through 12 may request a Change of School Assignment to a school other than the school in the attendance zone in which the parent/guardian resides.
- B. The District uses the official residence of the parent/guardian of the student to establish the school to which the student is assigned. For the purpose of assignment to a school, a student may not claim residence while living with an aunt, uncle, sister, brother, or other relative or friend, except as provided in Nevada Revised Statutes (NRS) concerning guardianship.
- C. Each student electing to attend online distance education shall participate in the program at their assigned attendance zone school unless they elect to attend the District's online school program through Nevada Learning Academy at CCSD. There may be unique situations at schools in which the number of students registering for full-time distance education and the allocated teacher units at a school require students to register for full-time distance education at Nevada Learning Academy at CCSD.
- D. For the reasons outlined in Section II below, a parent/guardian may request that a student school assignment be changed to permit the student to attend a school other than his or her assigned school. It is within the District's discretion to approve the Change of School Assignment request initiated by a parent/guardian, based on the process set forth below.

II. Reasons for Which a Student May Attend a School Outside of the Attendance Zone in Which the Student Resides

- A. A student must attend school in their assigned attendance zone unless they have been:
 - 1. Approved for a Change of School Assignment pursuant to Regulation 5112; or
 - 2. Approved for a Change of School Assignment for a student of a District employee to attend the school where the employee is employed, as long as the employee provides verified proof of the parental rights or legal guardianship of the student; or
 - 3. Accepted into a magnet school program; or

4. Assigned to another school pursuant to an Individualized Education Program (IEP), have been assigned to an alternative school, or have made an English language learner (ELL) election to attend another school pursuant to Assembly Bill 219 of the 80th Session of the Nevada Legislature (NRS 388.408); or
 5. Assigned to a Prime 6 school option or a school on a zoning option approved by the Board of School Trustees; or
 6. Determined homeless or in foster care and assisted through the existing processes while retaining school of origin rights; or
 7. Approved for Administrative School Assignment.
- B. The Superintendent of Schools will designate a central services office with the responsibility for administering this regulation with the assistance from the Demographics, Zoning, and Geographic Information Systems - Facilities Services Unit (Demographics and Zoning). The designated central services office will be responsible for reviewing, granting, monitoring, and tracking student data relating to students attending a school outside their assigned zoned school with support from Demographics and Zoning. All changes of school assignment decisions will be in writing.

III. Timelines

- A. There will be two opportunities for any parent/guardian interested in applying for a Change of School Assignment to a school other than his or her student's assigned zoned school. Online requests for a change may be submitted during Phase I or Phase II of each school year. The District will process all requests for a Change of School Assignment, as provided in this regulation, after the second Tuesday in January for Phase I, and between the months of April and August for Phase II.
- B. The District shall notify parents/guardians via written notice whether requests have been granted or denied during February and March for Phase I. Parents/Guardians must respond through the mechanism provided by the District by the specified date after notification that they are accepting the Change of School Assignment requested. If the request in Phase I is not granted, a parent/guardian may request another school during Phase II.

In Phase II, by August of each school year, the District shall notify parents/guardians via written notice whether their requests have been granted or denied. Parent/Guardian must respond through the mechanism provided by the District by the specified date after notification that they are accepting the Change of School Assignment requested.

If a student does not enroll in the new assigned school by the specified deadline, the Change of School Assignment will be revoked and the student will attend his or her assigned zoned school.

- C. Other timelines related to Section II, subsection A, items two through six, will be operational in nature and communicated accordingly.

IV. Accountability and Equity

On or about October 1 of each school year, Demographics and Zoning, in conjunction with the central services office assigned by the Superintendent of Schools, shall provide a Change of School Assignment report regarding implementation of this regulation, including the:

1. Number of Change of School Assignment requests; and
2. Number of Change of School Assignment requests granted; and
3. The number of Change of School Assignment requests denied for the District and for each school; and
4. Disaggregation of the data by socioeconomic status (SES), race/ethnicity, ELL, IEP, and students performing in the bottom quartile. The impact of Change of School Assignment requests granted on the capacity of each school will also be disaggregated.

As part of this report, information will also be provided on the number of other students attending schools out of their assigned zoned school as identified in Section II.A. of this regulation that were not Change of School Assignment requests along with the disaggregation of the data by SES, race/ethnicity, ELL, IEP, and students performing in the bottom quartile.

V. Equity, Access, and Process

- A. Consideration will be given to the Change of School Assignment request if there is space at a school and approval of the request to a school does not result in a school exceeding its administrative determined capacity and does not require the addition of a portable(s) to accommodate the change request.
- B. A lottery will be conducted if there are more requests than the number of available seats at the requested school. The District will monitor the diversity of the students requesting a Change of School Assignment to a school.
- C. No Change of School Assignment request will be accepted for any magnet school program.

- D. The Administrative School Assignment will be administered by the central services office designated by the Superintendent of Schools in conjunction with the Office of the Deputy Superintendent with the applicable region superintendent. Administrative School Assignment will be considered throughout the school year and must include written justification regarding life changing or catastrophic conditions such as bullying, harassment, and serious illness of student(s) or custodial parent/guardian.
- E. A Change of School Assignment will be valid through the highest grade at the new assigned school. A parent/guardian and student must agree to stay at the new assigned school for at least one year. The student may return to his or her assigned zoned school after attending the new assigned school for one year.
- F. A Change of School Assignment does not provide for students to be promoted from one level of school to another. A new request for a Change of School Assignment must be made for the next level of school.
- G. Transportation will not be provided for students who attend school as a result of a Change of School Assignment.
- H. Secondary students will be ineligible for varsity-level interscholastic athletics during the first year of a Change of School Assignment. Athletic rules concerning student eligibility are outlined in Regulation 5135.1.
- I. Other processes related to Section II, subsection A, items two through six, will be operational in nature and communicated accordingly.

VI. Procedures

The central services office designated by the Superintendent of Schools with the responsibility for administering this regulation is responsible for developing and implementing procedures for the timely administration, monitoring, and reporting outcomes related to this regulation with input from Demographics and Zoning.

Review Responsibility: College, Career, Equity, and School Choice Unit
Adopted: [5112:7/11/63]
Revised: (6/24/77; 8/13/81; 9/10/96; 12/9/99; 9/11/03)
Pol Gov Rev: 9/5/01, 9/23/21