

## INSTRUCTIONS FOR LIMITED OPEN ENROLLMENT TRANSFER REQUEST FORM TRANSFERS INTO EL DORADO HIGH SCHOOL AND UNION MINE HIGH SCHOOL FOR THE 2020-21 SCHOOL YEAR FOR INCOMING 9TH GRADERS

The El Dorado Union High School District Board of Trustees has approved limited open enrollment into El Dorado High School (EDHS) and Union Mine High School (UMHS) for the 2020-21 school year for incoming 9th grade students. The enrollment projections for EDHS and UMHS for 2020-21 indicates that the school's capacity will allow for 35 limited open enrollment transfers.

### To Apply:

**Note—Only incoming 9th graders who reside within the El Dorado Union High School District's attendance boundaries may apply.**

Applicants may obtain the *Limited Open Enrollment Transfer Request Form* (Form 5116.2B2), as follows:

1. At the front office at each high school within the El Dorado Union High School District.
2. On-line at the [EDUHSD website](#).
3. At the El Dorado Union High School District Office, located at 4675 Missouri Flat Road, Placerville.

### Submission of Form:

The *Limited Open Enrollment Transfer Request Form* may be submitted during the Limited Open Enrollment Period, from **November 18, 2019, through December 20, 2019, no later than 4:00 p.m.** (Note: Request forms cannot be submitted the week of November 25-29). Request forms submitted after December 20, 2019 at 4:00 p.m. will not be considered.

Each family may submit only one request form. Applicants must submit their form, as follows:

1. Hand-delivered to Student Services and Innovation or Reception at the El Dorado Union High School District Office, located at 4675 Missouri Flat Road, Placerville. Upon receipt, the form will be date stamped, and a copy of the request form will be returned to the submitter as proof of submission.
2. On-line at the [EDUHSD website](#). An on-line acknowledgment of submission will be provided.

Directions to the District Office are available on-line at the [EDUHSD website](#).

### Random Selection Process:

The District will perform a computer-generated random selection using all the request forms that have been received by the **December 20, 2019, 4:00 pm, deadline**. Each request form will be assigned a randomized numerical ranking based on this process, and selected applicants will be offered enrollment to EDHS or UMHS in accordance with the school requested and this ranking. However, if one of the initial 35 selected applicants should decline the offer of enrollment, then enrollment will be offered to the next applicant on the ranked list. A waiting list will be retained until the end of the 2019-2020 school year.

### Siblings:

Per District policy AR 5116.2, a student with siblings who will be concurrently attending or have attended EDHS or UMHS within the previous two (2) years will be allowed to attend that school. These students will not be considered to be a part of the 35 transfers that are selected through this open enrollment process.

Younger siblings of the 35 students selected will be granted enrollment into EDHS or UMHS provided that the student selected continues to be concurrently enrolled at EDHS or UMHS, per the District's sibling policy.

### Transportation:

Parents will be responsible for providing transportation to and from school for students receiving a limited open enrollment transfer.

### Questions:

Questions regarding the limited open enrollment transfer process to EDHS or UMHS may be directed to Student Services and Innovation at (530) 622-5081 ext. 7229 or ext. 7224.

**DEADLINE TO SUBMIT REQUEST FORMS:  
4:00 PM, DECEMBER 20, 2019**