**EL DORADO UNION HIGH SCHOOL DISTRICT**

**INSTRUCTIONS FOR LIMITED OPEN ENROLLMENT INTO**

**EL DORADO H.S., PONDEROSA H.S. AND UNION MINE H.S.
FOR THE 2022-23 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), Ponderosa High School (PHS), and Union Mine High School (UMHS) for the 2022-23 school year for incoming 9th grade students. The enrollment projections for EDHS and UMHS indicate that the school’s capacity will allow for 35 limited open enrollment transfers. The enrollment projection for PHS indicates that the school’s capacity will allow for 25 limited open enrollment transfers.

**To Apply:**

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| **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 5116.2B2), as follows:

1. At the front office at each high school within the El Dorado Union High School District (EDUHSD).

2. On-line at the [EDUHSD website](http://www.eduhsd.k12.ca.us/Resources/Student-Transfers/index.html).

3. At the EDUHSD District Office, located at 4675 Missouri Flat Road, Placerville.

**Submission of Form:**

The *Limited Open Enrollment Transfer Request* may besubmitted in-person or electronically during the Limited Open Enrollment Period, from **December 1, 2021, through February 28, 2022, no later than 4:00 p.m.** (Note: Forms cannot be submitted in-person the weeks of December 20, 2021 to January 3, 2022.) Forms submitted after February 28, 2022 at 4:00 p.m. will not be considered.

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

1. Hand-delivered to Student Services and Innovation or Reception at the EDUHSD District Office, located at 4675 Missouri Flat Road, Placerville. Upon receipt, the form will be date stamped, and a copy of the form will be returned to the submitter as proof of submission.

2. Electronically: Download the transfer request at the [EDUHSD website](http://www.eduhsd.k12.ca.us/Resources/Student-Transfers/index.html). Please print, complete and email to rlbryant@eduhsd.net. Upon receipt, the form will be date stamped, and a copy of the form will be emailed to the submitter as proof of submission.

**Random Selection Process:**

The District will perform a computer-generated random selection using all the requests that have been received by the **February 28, 2022, 4:00 pm, deadline.** EachRequest will be assigned a randomized numerical ranking based on this process, and selected requests will be offered enrollment to EDHS, PHS, or UMHS in accordance with the school requested and this ranking. However, if one of the initial selected requests should decline the offer of enrollment, then enrollment will be offered to the next request on the ranked list. A waiting list will be retained until the end of the 2022-2023 school year.

**Siblings:**

Per District policy AR 5116.2, a student with siblings who will be concurrently attending or have attended EDHS, PHS, 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 transfers that are selected through this open enrollment process.

Younger siblings of the students selected will be granted enrollment into EDHS, PHS, or UMHS provided that the student selected continues to be concurrently enrolled at EDHS, PHS, 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, PHS, 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, FEBRUARY 28, 2022**