**VUSD COMMITMENT TO EQUITY AND ACCESS**

It is the goal of the Vista Unified School District to provide an equal opportunity for all interested students to enroll in one of the District’s five magnet schools: Casita Center, Vista Academy, Vista Magnet Middle School, Vista Innovation and Design Academy and Mission Vista High School. Because space is limited in each school, the District strives to provide clear, fair and balanced application and admissions procedures. The District’s magnet schools accept students without regard to race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, English learner status, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. All students will be selected by a lottery, intended to ensure equal access to our magnet schools for all interested VUSD students. Except in the limited cases where a student qualifies for priority admission status as covered in these procedures, all students will have an equal opportunity for admission through this lottery selection system.

**APPLICATION**

In mid-January each year, the district will begin accepting applications from all students interested in enrollment. The application window shall be open for no less than six school weeks. The specific opening and closing dates for the application window shall be announced publicly each year.

The parent/guardian of each interested student must complete the Vista Unified School District Magnet School Common Application (“magnet application”) and must submit the magnet application on or before the established closing date of the application window. The magnet application will be available online on the Vista Unified School District website, on each magnet school’s website, in the school office at each magnet school site, and at the VUSD Student Support Services office. The text of the magnet application will appear in two languages, English and Spanish. A paper-based version of the application will be available for parents, however, online, electronic submission is preferred, and the District and magnet school employees will be available to assist any parent with the completion of an application for admission. Parents/guardians requiring assistance should contact the VUSD Student Support Services office or the office of the magnet school to which they intend to submit an application.

The magnet application must be submitted online or, if a paper application is completed, directly to VUSD Student Support Services office. Magnet schools will not accept paper-based applications. The Magnet Application must be received in the Student Support Services office on or before the end of the school business day on the established closing date of the
application period. Magnet Applications delivered by mail or delivery service will be considered submitted only if they are delivered to the Student Support Services office on or prior to the close of the application window. Postmark dates are not acceptable for meeting the application deadline. Parents/guardians who submit online applications will receive confirmation by email that their application has been received.

Magnet applications received after the close of the application period will be considered if space is available for admission or space is available on the waiting list for admission.

Magnet applications do not carry forward from year to year. Parents/guardians who submitted an application for a previous school year and whose child did not gain admission to the magnet school must reapply each year. However, a new magnet application is not required for a student who is currently attending a magnet school and will be attending that same school in the following school year.

Students who are expelled from school or under the threat of expulsion from school are not eligible to attend a magnet school. Students who are admitted to a magnet school and are thereafter expelled or under the threat of expulsion will have their offer of admission revoked.

CONTINUING MAGNET SCHOOL STUDENTS

All students who are currently enrolled in a magnet school and will be matriculating to a grade-level that is offered by that school are encouraged to continue their attendance at that same school. No application is required for these students. However, students who attend Casita Center, Vista Academy, Vista Magnet Middle School or Vista Innovation and Design Academy and intend to return to their same magnet school the next year are required to complete a new Participation Agreement Form and submit that form to their school office. Returning this form secures their space for the next year. If a school does not receive the Participation Agreement Form prior to the established deadline, the school will reach out to the parent/guardian of the student to learn the student’s intentions for the following school year. If the parent/guardian fails to respond, their student’s enrollment at the school will be revoked at the end of the current school year and their space will be made available to a student who has submitted an application for the following school year.

Students who intend to return to Mission Vista High School are required to complete the class registration process with their counselor by the spring deadline. Completing this process secures their space for the following school year. If a current Mission Vista student fails to complete this process prior to the established deadline, it will be assumed that the student does not intend to return to Mission Vista the following year. The student’s parent/guardian will be contacted to confirm the student’s intentions for the following school year and their enrollment at Mission Vista High School will be revoked at the end of the current school year. Their space will be made available to a new student who has submitted an application for admission.
PRIORITY ADMISSIONS STATUS FOR CONCURRENTLY ENROLLED SIBLINGS

The district recognizes the challenges involved in transporting students in a family to and from multiple school sites each day. Any student who applies to a magnet school within the established application window who has a sibling (as defined in California Welfare and Institutions Code) who shares a common primary residence will be automatically granted admission to the magnet school if space is available and if his or her sibling will be attending that same magnet school in the subsequent year. If space is unavailable, the sibling-applicant will be automatically placed on a priority waiting list behind only other applicants on the list with this same sibling admissions priority or another admissions priority.

Applicants with a sibling who share a common primary residence who apply after the application window will not be granted automatic admission and will only be granted admission to the school if space is available.

If two or more siblings apply for admission simultaneously and one sibling is admitted, the other sibling will also be admitted automatically if space is available. If space is not available, the non-admitted student will be placed on a priority waitlist for admission. If the first admitted sibling subsequently withdraws before the eleventh day of the new school year, any subsequent siblings who gained admission through this priority admissions provision may also have their admission revoked.

PRIORITY ADMISSIONS STATUS FOR CHILDREN OF ACTIVE DUTY MILITARY PERSONNEL

The child of an active duty member of the US Armed Forces shall be given priority admissions status to a magnet school in VUSD if the following conditions apply:

- The parent/guardian of the child received orders to relocate after the application window for magnet schools has closed and;
- The child had already been granted admission to a magnet school or magnet program for the following school year in their current location and;
- The student enrolls in the school prior to the eleventh school day of the school year.

This provision is intended to comply with California Education Code §49700, et seq., the Interstate Compact on Educational Opportunity for Military Children.

ADMISSIONS/ADMISSIONS LOTTERY

Students who are granted admissions priority will be automatically offered admission to a magnet school if there is space available at their grade level. If there are more priority applicants than there are spaces available, a lottery shall be held for priority applicants. Priority applicants will be randomly selected until spaces are no longer available, and remaining priority applicants will be randomly assigned to a priority waiting list for available spaces. Thereafter, non-priority applicants will be randomly assigned to a non-priority waiting list through the use of a lottery.
If all priority applicants are assigned and there are remaining spaces available, non-priority applicants will be randomly selected until all spaces are filled. Thereafter, non-priority applicants will be randomly placed on a waiting list for available spaces.

Once a school’s waiting list reaches a number whereby it is no longer reasonable to expect that a space will open up for a waiting list applicant, the school will cease selecting students in the lottery and will notify applicants that they were not selected for admission or for a spot on the school’s waiting list.

All admissions lotteries that are necessary will take place on the same day and within two weeks of the close of the application window. Admission lotteries will be conducted by the Student Support Services office using an electronic method selected by the school district. The lottery shall be overseen by multiple persons, including at least one non-employee parent representative.

**INTERDISTRICT TRANSFER STUDENTS**

Students who reside outside of the boundaries of Vista Unified School District (“non-resident students”) and who are not currently attending a VUSD school will only be offered a space at a magnet school if a space is available after all students residing within VUSD and continuing non-resident VUSD students have been offered a space. If all spaces are taken but the school’s waiting list is still open, the new non-resident student will be placed on the waiting list. Once a new non-resident student has been offered a space at the school or is placed on the waiting list, the new non-resident student will thereafter be afforded all the rights and privileges afforded to a resident-VUSD student. In addition, non-resident students who are currently attending a school within VUSD shall be afforded all the rights and privileges that are given to resident VUSD students.

In the event that a new non-resident student falls into a priority admissions status category described above, that priority admission will be honored following the same rules that apply for VUSD resident students with admission priority.

**NOTIFICATION**

Following the lottery, the Student Support Services office will notify the parents/guardians of students of their status through at least two means of communication including, but not limited to, telephone call, email message, text message, letter delivered by mail. The notification date and means by which notification will be delivered will be made publicly known, and all parents/guardians are encouraged to be aware of the notification delivery date. Parents/guardians who do not receive notification after the date has been announced are strongly encouraged to call the Student Support Services office for more information. All applicants will be apprised of their status: selected for admission, waitlisted, or not selected for admission.
ACCEPTANCE OF OFFERS OF ADMISSION

Following the notification date, parents/guardians of students selected for admission will have five school business days from the notification date to accept the offer of admission (“the acceptance window”). Parents/guardians must complete the VUSD Magnet School Intent to Enroll form and submit the form to the district office within the five-day timeframe. On this form, parents/guardians will indicate either their intent to enroll or their rejection of the offer of enrollment. This form will be available online and in paper-based format. Parents who complete the paper-based form must submit that form to the VUSD Student Support Services Office before the end of the school business day on the fifth school business day following the date of notification. Once a parent submits the VUSD Magnet School Intent to Enroll form, their decision is considered final. If a parent fails to submit the VUSD Magnet School Intent to Enroll form, they will be deemed to have rejected the offer for admission and their child’s space at the school will be offered to a student on the school’s waiting list.

If a student is accepted to two magnet schools, the parent/guardian of that student must indicate their intent to enroll at one school or the other school, not both.

If a student is accepted to one magnet school and waitlisted at a second magnet school, the parent/guardian may accept or reject their offer of admission to the magnet school to which the student was accepted. If the parent/guardian accepts the offer of admission to the first magnet school, their child’s space on the waiting list to the second school will be forfeited. If the parent rejects the offer of admission to the first magnet school, the student will maintain their position on the waiting list for the second school.

Enrollment for the following year is only guaranteed once the parent/guardian completes and submits a Participation Agreement Form for the magnet school and a VUSD K-12 Student Registration Form. Each school will contact accepted students who indicate an intent to enroll with information about these forms. They must be submitted to the school the student intends to attend in a timely manner.

ADDITIONAL REQUIREMENTS FOR NEW NON-VUSD STUDENTS

Students who are not currently attending a VUSD school will have exactly three calendar weeks from the date of notice to submit all required paperwork (as specified in the letter they receive) in order to secure their enrollment. Out of district students who are accepted but whose parents/guardians fail to submit the required paperwork within this three-week period will automatically (and without additional notice) have their acceptance revoked. Their student’s space will be forfeited and released to a student on the waitlist. In the event that a parent is unable to submit paperwork within the three-week time period (e.g., the family currently resides outside of the local area), the parent may petition the school for an extension of the deadline to submit paperwork. Petitions for extensions will be granted for good cause and must be submitted to the magnet school before the end of the three-week period.
For high school students who are offered admission in July and August, MVHS may be unable to guarantee course availability. In some cases, it may be impossible for a late-accepted student to enroll due to a lack of space in required grade-level classes. In these cases, a student’s acceptance may be revoked due to lack of space.

WAITLISTED STUDENTS ACCEPTANCE OF OFFER OF ADMISSION
As spaces at a school become available, students from the waitlist will be offered admission in the order they are assigned to the list. As spaces become available, staff from the Student Support Services office will contact parents/guardians through at least two methods of communication with an offer of admission. Students admitted from the waitlist must follow the acceptance procedures outlined above and according to the timelines described above.

POST-DEADLINE APPLICATIONS
Applications will continue to be accepted after the close of the application window if space is available for enrollment or space is available on the school’s waiting list.

CLOSE OF ADMISSIONS PERIOD
The tenth school day of each school year shall be the final day for admissions to a magnet school in VUSD. On the eleventh school day, all existing waiting lists will be eliminated and no further offers of admission will be granted.

SPECIAL APPLICATION/ADMISSIONS PROCESS
The District recognizes that there will be highly unique circumstances where it is in the best educational interests of a particular student to attend a specific magnet school. In these cases, the parent/guardian of that student may prepare an appeal for special consideration. These appeals shall be reviewed by a committee consisting of the Superintendent, the Executive Director of Student Support Services or another district-level administrator, and the Principal of the magnet school. The committee will review the appeal for special consideration and determine whether or not the student shall be admitted to the magnet school.

Because the District intends for these special application/admission processes to be utilized only in highly unique and compelling circumstances, the number of students admitted in any given year through this special process shall be limited to no more than 1% of the overall population of the school. All decisions of the special appeals committee shall be considered final and will not be reconsidered unless new circumstances affecting the student arise subsequent to the original appeal for consideration.