

**Process for Establishing Attendance Boundaries
October 2012**

1. The Board of Trustees will approve the process for establishing attendance boundaries.
2. The following factors will be considered when developing recommendations for attendance boundary changes: (a) the geographical proximity of students to schools, and will make efforts to minimize driving time and driving distance, (b) the school feeder systems, and will make efforts to reduce the number of schools that a school feeds into, (c) school capacities, (d) the enrollment projections over the next five years, and will make efforts to maximize the time before schools reach enrollment capacity, (e) the use of thoroughfares, creeks, easements, and other structures for delineating changes in attendance areas, and (f) input from the community, including e-mail and written correspondence. The recommendations should not be based on any singular issue, but should be based on all relevant information.
3. The district administration will work with a demographic consultant and jointly develop options for attendance boundaries.
4. Specially called board meetings will be held to discuss attendance boundary options, which will include a review of public input.
5. The boundary options will be made public via school newsletters, newspapers, and the district web site. The public will be informed of opportunities to give input regarding the boundary options, which will include e-mail and written correspondence.
6. After studying residential development and student enrollments, recommendations may be made for attendance boundary changes for schools unrelated to the opening of new schools.
7. Recommendations for attendance boundaries and for student transfers related to boundary changes will be presented to the Board of Trustees no later than January in any given year.