



Amador County Unified School District
217 Rex Avenue, Jackson, CA 95642
(209) 257-5353 ~ FAX 257-5360

Enrollment Procedures 2020-21

**Intra-District Transfer Application Period:
November 18, 2019 – December 20, 2019**

Process to Submit an Intra-district Transfer Request (ITR)

1. A parent/guardian who would like his/her child to attend a school in another attendance area within the district may submit an Intra-District Transfer Request (ITR). Request forms are available at the home school. Requests also need to be completed for siblings of students already in attendance at the school of request.
2. The ITR application process is initiated at the home school of attendance. School staff will accept and date stamp the application beginning November 18, 2019 and ending December 20, 2019 (please see 8th grade exception below). Parents will be notified by January 17, 2020 regarding the status of their application.
3. **Exception: Parents/guardian of 8th grade students submit the ITR application to the Educational Services Department at the District Office.**
4. Parents/guardians must complete the regular enrollment paperwork and provide necessary documentation at their home school (school of residence).
5. The home school principal reviews the application, the reason(s) for the request, and the history of the student. The principal makes their recommendation.
6. Following the deadline for submission of applications, the Assistant Superintendent of Educational Services and a committee will review all applications, assess each school's student capacity and student enrollment projections to determine space available, approve applications by lot from the eligible applicant pool until space is no longer available, and inform school principals of the decisions.
7. Upon approval, the parent/guardian will be contacted, who will then need to register the student at the school of approval. A copy of the application will be sent to the school of residence by the Educational Services Department. The ITR is in effect for the duration of the school year. The ITR will become tentatively effective five days prior to the first day of school to ensure that students residing in the attendance area have an opportunity to enroll.
8. Approval of the ITR may be revoked and the student transferred to the home school for the following reasons: (a) falsification of address, medical or legal verification, or (b) unsatisfactory behavior, attendance, and /or academic performance. This decision is the responsibility of the principal/ designee and that decision is final.
9. In the event a parent/guardian would like to appeal the decision, the parent/guardian must submit his/ her appeal in writing to the Superintendent of Schools.

Special Education Students and Students with Section 504 Accommodation Plans

Parents/guardians of students with disabilities will follow the same ITR process as parents/guardians of nondisabled students, subject to Board policy and regulations. However, the district must ensure a Free and Appropriate Public Education (FAPE) for students with disabilities. Therefore, prior to finalizing the approval of a transfer for a student with disabilities, the Individualized Education Program (IEP) team or the Section 504 team and/or the Director of Special Education will be required to determine if the student can be provided FAPE at the school of choice.

Balancing Elementary Classroom or School Size

1. Should a school or classroom within a school become impacted at any time during the school year, the following procedures will be implemented: Transfer of students shall be based on the last students to register in the affected grade levels and on a case by case basis.
2. In the event the principal finds it impossible to implement the above, the principal will review the situation with the appropriate district administrator to determine other alternatives.
3. Redirection back to the school of residence:
 - a. During the first 10 days of the school year, the student residing within the attendance area of the school shall have priority over students attending the school for the first time on an ITR.
 - b. In the event a school is over-enrolled during the first 10 days of school, students tentatively enrolled on an ITR at the affected grade level shall return to their school of residence.
 - c. In the event the school of residence is overloaded, said students may be re-directed to another school.
 - d. After the first 10 days of school, the students tentatively enrolled on an ITR are considered as residents of that school for that school year.
 - e. Any deviation from this process shall be discussed with and approved by the by the appropriate district administrator.
4. Communication with teachers, parents and students:
 - a. It is the responsibility of the sending principal to contact the Assistant Superintendent of Educational Services, who will locate a school that has space available.
 - b. It is the responsibility of the Assistant Superintendent of Educational Services to notify the sending parent.
5. Transportation Arrangements:
 - a. If a student living within an attendance area is redirected to a school outside the attendance area by the district, the sending principal shall arrange for transportation with the appropriate district administrator.
 - b. Either the transportation department or the sending school will notify the parent/guardian regarding bus arrangements.

Timelines and Contact Information

- ITR's for the 2020-2021 school year will be considered between November 19, 2019 and December 20, 2019 or within a 15 day period after a student moves from one boundary area to another boundary area within the ACUSD. **Late requests will not be accepted without an appeal letter.**
- Efforts will be made to complete this process prior to the start of the school year.
- Questions regarding ITR's may be directed to the office of the Assistant Superintendent of Educational Services at (209) 257-5334.

INTRA-DISTRICT TRANSFER REQUEST

1. STUDENT INFORMATION

Current/Resident School _____ School Requested _____
 Student Last Name _____ First Name _____ Grade _____ DOB _____
 Parent/Guardian _____ Email Address: _____
Last name/ First name
 Physical Address _____ City _____ Zip _____
 Contact Phone Number _____

What special services does the student currently receive? Check all that apply:

Section 504 Speech/Language Special Education (Copy of IEP required) Foster Youth

Reason for Request: (Please see reverse for district policy and procedures.) _____

Parent/Legal Guardian's Signature: _____ Date: _____

2. SENDING PRINCIPAL (HOME SCHOOL PRINCIPAL)

Recommended Approval

Recommended Disapproval

COMMENTS: _____

Date: _____ Principal's Signature _____

3. RECEIVING PRINCIPAL

Recommended Approval

Recommended Disapproval

Comments: _____

Date: _____ Principal's Signature _____

4. DISTRICT APPROVAL

Approved

Disapproved

Meets district criteria

Approval based on space available

Comments: _____

Date: _____ Approved by: _____

Superintendent (Designee)

INSTRUCTIONS TO PARENT OR GUARDIAN

Complete all sections of the Intra-district Transfer Permit request form and return to your resident school.

Reason for Request	Documentation Required
____ Child Care (For children enrolled in grades TK-6 only)	<ul style="list-style-type: none"> • Letter from the adult, center or organization providing child care <ul style="list-style-type: none"> - Name, address and contact information of the adult, center or organization - Child care license number, if applicable - Length of time student has been under care by the adult, center or organization
____ Parent Employment (Allen Bill EC (48204))	<ul style="list-style-type: none"> • Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> - Letter on the employer's stationary verifying schedule (hours and days) and location of employment - If self-employed, letter stating schedule (hours and days) and location of employment • Letter from parent/guardian explaining the circumstances and why an intradistrict permit is necessary
____ Sibling	<ul style="list-style-type: none"> • Name, grade and school where the sibling attends/ Copy of the sibling's last report card
____ Medical Requirements	<ul style="list-style-type: none"> • Access to programs, proximity to treatment, medical transportation. • A physician's recommendation must be attached to the ITR indicating the medical reason for attendance at a particular school.
____ Specialized Program	<ul style="list-style-type: none"> • Letter from the parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is unavailable at the school of residence
____ Change in residence	<ul style="list-style-type: none"> • Written evidence that the family will be moving, or has moved and would like the student to remain at current school
____ Extenuating Circumstances	<ul style="list-style-type: none"> • Extenuating circumstances must be explained in writing and approved by both principals.

TERMS AND CONDITIONS

- Approval is subject to space availability in the school requested for both general and special education.
- I understand if this transfer is approved, I am required to provide safe and timely transportation to and from school.
- Applying for an Intra-district Transfer Request **does not** guarantee placement at the school requested.
- Parent or guardian **MUST** complete and sign a separate Intra-district Transfer Request for each child applying. Parents/guardians will be notified by mail/email.
- The address on your application must be where you are currently residing and your child must be enrolled at your school of residence prior to submitting an Intra-district Transfer Permit application.
- Intra-district Transfer Requests may be cancelled, revoked or denied at any time for the following reasons: 1) Issued in error; falsified information or documentation; 2) The student does not maintain acceptable standards of attendance and/or behavior as defined by the Student Conduct Code and/or maintain adequate levels of academic achievement; 3) Changes in the Individualized Education Program (IEP), which require different school placement.
- Students who previously attended the school of request will be given the same priority as students residing in the attendance area of the school. Effort will be made to accommodate additional family members, although there is no guarantee of this.
- Each requesting parent/guardian must accept the possibility that their child may be required to return to their original school because of enrollment increases. Efforts will be made to keep children in the school for the entire year. If students are required to return, the site administrator will be responsible for determining who must move.
- Parents/guardians with a student who has been a victim of a violent crime on school grounds shall provide written notification to the Superintendent/designee and shall rank-order their preferences from among all schools identified by the Superintendent/designee as eligible to receive intra-district transfer students. The superintendent/designee may establish a reasonable timeline, not to exceed 10 school days, for the submission of parent/guardian request.
- Your student must be enrolled in his/her school of residence until you are notified that your transfer request has been approved. We cannot be responsible for any decisions to keep students out of school while the approval of transfer is pending. All such absences are considered unexcused.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be eligible to participate at the new school. Parents/guardians should check the CIF rules before submitting this application.
- A student on an ITR request to return to the school of residence can do so only at the beginning of the following school year. The request will be honored only if space is available and all other student expectations have been met. Exceptions may be considered due to extreme hardships.

I have read the terms and conditions presented on this document and understand the regulations and policies governing Intra-district transfer permits and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. THIS REQUEST IS SUBJECT TO THE APPROVAL OF BOTH SCHOOLS. *Falsification of any information invalidates this transfer application.* A permit may be revoked pursuant to E.C. 46600 and B.P. 5116.1.

 I understand and accept the terms and conditions.