





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

### 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.