

## **Frequently Asked Questions (Intra & Inter District Transfer Requests)**

- What is the difference between an Intra and an Inter District Transfer?
  - An **Intra District Transfer** is a transfer within Tracy Unified School District from one school to another. An **Inter District Transfer** is a transfer from one school district to another school district.
  
- How do I transfer my K-8 student to another TUSD school?
  - All students must complete online registration for their zoned school.
  - Fill out an Intra District Transfer form (one per student) and submit to Student Services at the District Office.
  - Transfers are only accepted between **October 15, 2020-January 15, 2021** for the following school year. **LATE TRANSFER REQUESTS WILL NOT BE ACCEPTED!**
  - No transfers for Transitional-Kindergarten.
  - Applicants who receive approval must confirm their enrollment within ten calendar days. Once a parent/guardian accepts a transfer, it cannot be rescinded for a period of one year.
  - Once enrolled, the transfer is in effect through the 5<sup>th</sup> grade for elementary, 8<sup>th</sup> grade for middle school and through 12<sup>th</sup> grade for high school. Intra District Transfers may be revoked if a student does not maintain satisfactory attendance, behavior, or academics, or if space is not available.
  - Students in 5<sup>th</sup> grade and 8<sup>th</sup> grade who wish to attend middle or high school **other than their zoned school, must apply for a new Intra District Transfer for the next grade level during open enrollment (October 15, 2020-January 15, 2021)**
  
- How do I transfer my student to another TUSD high school?
  - All students must complete online registration for their zoned school.
  - If a student is interested in a program/pathway, they must contact the program coordinator for the application process. If a student is accepted into a program/pathway, they will fill out a transfer form with the Program Administrator.  
  
Kimball High Program:
    - Medical and Health Service Academy  
Tracy High Programs:
    - Agriculture Science
    - International Baccalaureate
    - Performing Arts Magnet  
West High Programs
    - Advanced Placement
    - JROTC
    - Space and Engineering
  - All other transfer request are contingent on space availability.

- I live outside of Tracy Unified School District's boundaries. How do I transfer to a TUSD school?
  - You will need to request for an Inter District Transfer from your resident district. Follow their procedures and they will send the transfer to TUSD when they are done with their process.
  - TUSD will process the transfer once we receive it from the other district. Approval is based on space availability, grades, attendance, and behavior.
  - **It is the parent/guardian's responsibility to provide attendance, grades, discipline records, and proof of residency for the student when submitting the transfer request.**
  
- I live within Tracy Unified School District's boundaries. How do I transfer to a school outside of TUSD?
  - You will need to fill out an Inter District Transfer form. The Inter District Transfer is a two-part process. TUSD first must release the student. If that permission is granted, the transfer is sent to the requested district. At that point, the final decision is up to the requested district. They will contact you with their decision.
  - New Inter District Transfers are only accepted until **January 15, 2021** for the following school year. After this period, the only Inter District Transfers that will be accepted are renewal transfers. All Inter District Transfers must be renewed yearly.
  
- My students have been attending school in another district and we moved into TUSD boundaries. How do I keep them at the same school?
  - To keep your student at a school out of TUSD, fill out an Inter District Transfer form.
  
- How are transfer requests processed?
  - Transfers are processed according to Board Policy.
  - TUSD does not accept transfer request for schools where there is no available space as determined by the District. See **Intra Notification Letter** for available schools for transfer.
  - Transfers are reviewed by the Director of Student Services.
  
- How will I be notified about the status of my transfer?
  - Once the **Intra District Transfer/Incoming Inter District Transfer** request has been processed by the Director of Student Services, you will be notified by U.S. mail.
  - You will be notified by email for an **Outgoing Inter District Transfer** request once it has been processed by the Director of Student Services.
  
- How often do I need to submit a transfer?
  - Inter District Transfer requests must be renewed *every year*. Inter District Transfer requests are only good for the school year it is approved for.
  
- How do I submit a TUSD transfer request form?
  - Scan and email to: Melanie Alvernaz at [malvernaz@tUSD.net](mailto:malvernaz@tUSD.net) in Student Services
  - In Person/Mail: 1875 W. Lowell Avenue, Tracy, CA 95376
  - Fax: (209)830-3284

**Please Note:** Processing may be delayed if forms are filled out incorrectly or print is not legible.