



SANTA BARBARA UNIFIED SCHOOL DISTRICT

Submit form to: Student Services, 720 Santa Barbara Street, Santa Barbara, CA 93101
805-963-4338 Fax to: 805-963-3521

2021-2022 INTRADISTRICT TRANSFER APPLICATION

APPLICATION WINDOW DATES

Application Window:

December 1, 2020 – January 29, 2021 (5 PM)

Submission of this application does not guarantee enrollment at a requested school.

Late Application Window:

January 30, 2021 – July 31, 2021 (5 PM)

Late transfer applications to be reviewed no earlier than August 1 based on space availability in the order in which applications are received.

STUDENT/PARENT INFORMATION

Form fields for Student Last Name, Student First Name, Date of Birth, For Grade, Student ID #, Current/Last School Attended, School of Residence, School Requesting, Parent/Guardian Name, Street Address, Best contact Phone No., Email address.

ADDITIONAL STUDENT INFORMATION

- 1. Is the student currently pending an expulsion order? YES NO
2. What special services does the student receive? (attach copy) Section 504 Special Education Pending Assessment None
3. Is parent/guardian employed by SB Unified School District? YES NO School/Dept:
4. If sibling(s) are currently attending requested school, print names and current grade levels:

REASON FOR THE REQUEST (**Requires supporting documentation, outlined on page 2 of application)

- If my child qualifies for the Elementary GATE Program (Grades 3-6), I am requesting the Magnet Program at Washington School. YES NO
Applying to Specialized Program or Academy (Grades 9-12). Please indicate Academy:
Dual Language Immersion (DLI) Program (Applies to McKinley Elementary and SB Junior High School)
McKinley DLI Program (Only Kindergarten). If not granted transfer into DLI program, I request transfer to:
SB Junior High School DLI Program. If not granted transfer into DLI program, I request transfer to:
I live in the McKinley attendance area, and I DO NOT want my student to participate in the Dual Language Immersion Program. (K only)
(Options for transfer under this priority are Harding, Monroe, or Washington.) Please indicate below in the preferred order:
Choice #1 Choice #2 Choice #3 Other
Grade Level at Capacity **Health or Safety **Mental or Physical Well Being **SARB Recommendation
Other:

PARENT/GUARDIAN ACKNOWLEDGEMENT

I verify that I have taken the opportunity to acquaint myself with my child's school of residence and have carefully and have carefully considered my options. I am aware that I can speak with the principal, attend the open house, or view the school's website to understand the opportunities available to my child at their school of residence. I have read and understand the terms and conditions (on reverse side) of this transfer request and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation DOES NOT guarantee that the request will be approved.

This application requires a signed Attendance and Behavior Contract by parent AND student on page 2 of application.

Parent/Guardian Signature: Date:

DISTRICT USE ONLY: Approved Denied

Signature: Date:
Dr. Frann Wageneck, Assistant Superintendent, Student Services

REASON FOR DENIAL:

- School/grade/program level at capacity
Excessive absences/truancies Discipline
Missed Deadline
Other:

ACCEPTABLE DOCUMENTATION

Below is a chart of documentation that must be attached to the application at the time of submission. Please note that incomplete applications will not be processed. Requests will be considered based on local board policies and on individual merit.

Reason for the Request	Documentation Required
Accepted to Academy or Specialized Programs (e.g. Elementary GATE)	Upon confirmation of acceptance into a specific academy or a specialized program, a school transfer will be granted with documentation of acceptance in the form of letter or email from academy or specialized program director. Student must have an intradistrict transfer application on file prior to applying to an academy or district specialized program, but may decline a school transfer acceptance and return to their home school if they are not accepted into the academy of their choice. Students who apply to an academy or specialized school program without an intradistrict transfer application on file will not be approved.
Health or Safety	Letter or report from a doctor, psychologist, or other appropriate person verifying health-related issues (if applicable). Police or school report supporting safety-related issues (if applicable) related directly to the student.
Mental or Physical Well Being	A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist.
SARB Recommendation	School Attendance Review Board letter
Sibling	Name and grade of student currently attending the requested school. Current sibling at the school cannot be exiting out of the school being requested prior to the sibling's enrollment.

TERMS AND CONDITIONS

- Approval is subject to space availability in the school.
- **The student may be subject to displacement due to excessive enrollment. The last accepted transfer student in the impacted grade level or subject area will be the first to be displaced.**
- Positive behavior and attendance contract required.
- The parent/guardian is responsible for providing transportation to and from school.
- Intradistrict transfers do not have to be renewed each year EXCEPT if a change of address occurs.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she/they may not be eligible to participate at the new school.

Parent/guardian should check the CIF rules before submitting this application.

- A Transfer may be revoked at any time by the school of enrollment for the following reasons:
 - Excessive enrollment of attendance area students
 - Student is excessively tardy or absent from school, or student is brought to school excessively early or left excessively late.
 - Student fails to uphold appropriate behavior standards.
 - False or misleading information was provided.
 - Other conditions that occur that would render continuance inadvisable, such as failure on the part of the parent or guardian to cooperate with school or district officials.

ATTENDANCE AND BEHAVIOR CONTRACT

Any student accepted on an Intradistrict or Interdistrict Transfer Must Comply with the following regulations:

- A. The enrolling student must have a signed, current, approved Intradistrict or Interdistrict Attendance Agreement form.
- B. The enrolling students must be aware of the school rules and obey them.
 1. The student maintains appropriate behavior and no suspensions.
- C. The enrolling student will be a contributing member of the class and school and exhibit positive behavior.
- D. The enrolling student will main a regular daily attendance.
 1. The student will not be absent from school more than 10% of the time for any reason, excused or unexcused.
- E. The enrolling student must report to class on time.
 1. The student will arrive and depart in a timely fashion.
 - (a) Unless involved in official school activities or as directed by staff, depart within five minutes of dismissal
 - (b) Arrive no earlier than fifteen minutes and not less than five minutes prior to beginning of school
- F. The parent or guardian and student will be responsible for maintaining communication with the school and the child's teacher.
- G. Transportation will be provided by the parent or guardian.

It is understood by the student, parent or guardian of the student that deviation or disregard of these responsibilities will result in the termination of the Intradistrict or Interdistrict Attendance Agreement and the student will be returned to their school of residence or district of residence.

Print Student Name _____ Grade _____

Parent/Guardian Signature _____ Date _____

Student Signature Required if entering Grades 4-12 _____ Date _____