

Western Placer Unified School District
2022-23 Intradistrict Transfer Procedures

Intradistrict transfers are for students who want to attend a school other than their school of residence. While we expect students to attend their school of residence, our intradistrict policy allows for students to attend another WPUSD school when space is available. Intradistrict transfers are approved for unique and compelling personal circumstances, to attend unique district programs, or when a sibling attends the requested school. Approved transfer requests are valid for one school year only. Therefore, requests for renewals must be made on an annual basis. This information is for both new requests and renewal requests. Parents/Guardians will be informed of the decision (approval or denial) by the school. To expedite the process, we are requesting that transfer requests be submitted between January 24th – February 28th. Priority will be given to these requests. Transfer requests will open again on August 1st as space allows.

Important information regarding intradistrict transfers:

- All students who change schools on an intradistrict transfer must maintain good attendance and proper behavior as determined by the principal of the school of attendance. Failure to do so may result in the revocation of an intradistrict transfer. In addition, students not completing assignments leading to poor grades may have their intradistrict transfer denied.
- Students transfers will not be granted for athletic purposes. Student transfers may affect athletic eligibility. Additional athletic eligibility information is available at <https://www.cifsjs.org> (Constitution: Article 2, Eligibility Requirements: Transfer Eligibility Bylaw 207).
- High School students may request a transfer to complete a specific CTE pathway if it is not offered at their home school. Transfers will be granted on space availability and only granted if the student can complete the pathway by graduation. If more students apply to a pathway than space is available, students will be chosen by intradistrict application date. Students need to keep up grades and coursework in the pathway in order to have an intradistrict transfer renewed the following year.
- No transportation will be provided except as required by P.L. 107-110, section 116 and Board Policy 5116.
- Intradistrict transfer requests are valid for one year only and must be applied for each new school year.
- On some rare occasions, students on an intradistrict transfer may be required to change to their home school in order to create space for students living in that attendance area. Shifts will usually happen within the first 10 days of the school year, or at the trimester/semester. Exceptions are seen in Board Policy 5116.1.
- If a student is overflowed by the district due to lack of space at their school of attendance (home school), the student will attend the district-identified overflow school. Families do not need to fill out an intradistrict transfer form. Additionally, students are guaranteed continued enrollment at the overflow school site. If parents request an intradistrict transfer to an alternative school other than the district-identified overflow school, acceptance will be considered on a space-available basis. The district cannot guarantee continued enrollment at alternative sites.
- Students who are accepted into the Bilingual Immersion (COES), GATE (FSS), or Honors Academy (GEMS) do not need to fill out an intradistrict transfer form.

Applying for an intradistrict transfer:

- Complete and submit the intradistrict transfer request online at <https://www.wpusd.org/>
- Transfer priority is given to students during the intradistrict transfer window (January 24th – February 28th). Transfers will open again on August 1st as space allows.
- Families will be notified by school sites if the transfer is accepted or denied.