

December 15, 2020



PUBLIC NOTICE – 2021-2022 Intra-District Transfer Permit Procedure

The Buena Park School District offers parents and legal guardians a process to request a transfer from their school of residence to an alternate school **within** the Buena Park School District. The priority window to request an **Intra-District Transfer Permit** begins January 11, 2021 – February 11, 2021 for the 2021-2022 school year.

Per *Education Code Section 35160.5 (b) & BPSD Board Policy 5116.1*, the Intra-District Transfer Permit procedures, facilitates the transfer process for parents and students. If you would like to request an Intra-District Transfer permit **within** the Buena Park School District, you will need to adhere to these procedures to ensure consideration of your request. Initial approval and continuation of Intra-District Transfer Permits are based on available space and specialized programs at the school requested, as well as criteria as identified on the back of the transfer form.

For new and continued applications, please adhere to the following procedures at your **School of Residence**:

1. Request an Intra-District Transfer Permit
2. Meet with the school administration
3. Parents must submit completed Intra-District Transfer Permit to the Office of Child Welfare & Attendance

You will be provisionally notified if your application is approved by March 15. Final approval confirmation letters will be sent by May 14. **If approved**, the respective school offices will be notified and will follow up with you. **If denied**, your second and third choice will be considered. If your choice is not approved, you must attend your school of residence and will be placed on a lottery-based waitlist. If space becomes available, you will be notified of approval.

Important:

1. Intra-District Transfer applications will be accepted from **January 11, 2021 - February 11, 2021** for the 2021-2022 school year.
2. Applications received after the deadline will be added to the school lottery.
3. Once an intra-District Transfer permit is approved, the student will continue at the requested school through the completion of 5th grade for elementary and 8th grade for middle school unless the Intra-District Transfer permit is revoked.

This Notice is available at: bpsd.us in English, Spanish and Korean

Updated: January 8, 2021

"Through our dedicated educational staff and unique passion programs at each school site, it is our sincere desire to meet the needs of all families within the Buena Park School District"