



Inter District Transfer Process

The Buena Park School District offers parents and legal guardians a process to request a transfer from their district of residence to a school within the Buena Park School District (BPSD). Per BPSD Board Policy, the **Inter District Transfer Permit** begins the third week of February. Please be sure to hold your student's enrollment space at your resident school district until you receive an official transfer decision notification from our Student and Community Services (formerly CWA) department.

Please go to your resident school district office and obtain an inter district transfer approval to BPSD. Your school district will send the request to our offices to be reviewed. Please send the required documents listed below to the BPSD District Office. Approval will be granted based on space availability and following BPSD Board Policies. If approval is granted through the BPSD Governing Board, school placement is at the sole discretion of the Student and Community Services Director. **Status will not be available prior to official notification.**

If approval is granted, you will be notified by letter to begin the BPSD enrollment process. Information regarding this process can be found on the Enrollment page of our district website.

BPSD Inter District Attendance AR 5117, BP5118

INTER DISTRICT TRANSFERS (INTO BPSD)

- Those requesting new or renewal Inter District transfer applications must initiate paperwork with their district of residence. One application per student is required. Inter District transfers are valid for **ONE YEAR ONLY** with BPSD and must be **renewed annually**.
- If your district of residence does not require annual renewal, BPSD requires that all families fill out an Inter District Transfer Permit form (for non-residents) that can only be received either at the BPSD District Office or per request by emailing Student and Community Services at CWApermits@bpsd.us
- There is no guarantee of future renewal. Additionally, an approved transfer may be revoked for any of the following reasons: space availability, unsatisfactory attendance, unsatisfactory citizenship/behavior, unsatisfactory academic performance, providing false information in making a transfer request, or other reasons that may be determined by the Board of Education.
- If approved, parents must provide transportation to the selected school.

INTERDISTRICT TRANSFER TIMELINES

- We begin accepting Inter District Transfer requests for the next school year the third week of February.
- For new Inter District Transfer applications, parents must complete the enrollment process **within 10 business days** of receiving an Inter District Transfer approval notification.
- Failure of the parent to meet any timelines established by the district shall be deemed abandonment of the request.

ANNUAL INTERDISTRICT TRANSFER RENEWAL PROCESS

After receiving an initial Inter District transfer approval, parents must renew the Inter District transfer each spring. Parents will receive an email from Student and Community Services, requesting Inter District transfer renewal. This process uses the same Inter District transfer request form, from the resident school district, that was used to request initial enrollment.

An Inter District attendance permit may be revoked or rescinded under the following conditions.

If the student:

- Is excessively tardy or absent from school or is brought to school excessively early or left excessively late
- Fails to uphold appropriate behavior standards
- Fails to make appropriate academic efforts

Or if false or misleading information was provided or other conditions occur that would render continuance unadvisable.

TRANSFERS FROM BPSD TO ANOTHER OUTSIDE DISTRICT

Please complete the 2021-2022 Inter District Transfer Form which can be obtained from the Buena Park District Office and submit your request to the District Office. Student and Community Services will complete the BPSD portion of the request, and it is the parents' responsibility to obtain approval from the requested district, once approved from BPSD.

The transfer application window for the 2021-22 school year will open Tuesday, February 16, 2021 and closes at 4:00 pm on Friday, April 30, 2021 (the only exception is for students with recent moves).

INTER DISTRICT TRANSFER APPEAL INFORMATION

At times school districts deny a request to transfer to another district. Parents have the right to appeal this denial. For information regarding appealing a denied Inter District transfer, please follow the instructions on the denial letter from your district, and appeal first to your resident school district office. You can also obtain this information on our district website. As a second step, if needed, you can contact your resident county office of education. You have the right to appeal a school district's final decision to the county board of education within 30 days of the date of the final denial of transfer.