



BUENA PARK SCHOOL DISTRICT

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Rhodia Shead, Member

December 20, 2018

Public Notice of Change - Intra-District Transfer Permit Procedure

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** Buena Park School District. The process to request an **Intra-District Transfer Permit** will change beginning in the 2019-2020 school year.

The purpose for the corresponding changes are to improve the Intra-District Transfer Permit procedures, facilitate the transfer process for parents and students and for better coordination of the transfers Districtwide. If you will be requesting an Intra-District Transfer permit **within** the Buena Park School District, you will need to adhere to these new procedures to ensure consideration of your request. Initial approval and continuation of Intra-District Transfer Permits are based on space availability 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 District Office

You will be provisionally notified if your application is approved by March 15. Final approval confirmation letters will be sent by May 15. **If approved**, the respective school offices will be notified and will follow up with you. **If denied**, your second choice will be considered. If your second 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 14, 2019 - February 28, 2019** for the 2019-2020 school year.
2. Applications received after the deadline will be added to the school waitlist.
3. Applications must be renewed annually.

It is our sincere desire to meet the needs of all families within the Buena Park School District.

This Notice is available at: BPSD.k12.ca.us in English, Spanish and Korean