

Frequently Asked Questions (Intra & Inter District Transfer Requests)

What is the difference between an Intra and an Inter District Transfer?

- An Intra District Transfer is a transfer within Tracy Unified School District (TUSD) from one school to another.
- An Inter District Transfer is a transfer from one school district to another school district.

How do I transfer my K-8 student to another TUSD school?

- All students must complete online registration for their zoned school.
- Fill out an Intra District Transfer form (one per student) and submit to Student Services at the District Office or school site.
- Transfers are only accepted between October 15, 2022-January 15, 2023 for the following school year. **LATE TRANSFER REQUESTS WILL NOT BE ACCEPTED!**
- Applicants who received approval must confirm their enrollment within ten calendar days. Once a parent/guardian accepts a transfer, it cannot be rescinded for a period of one year.
- Once enrolled, the transfer is in effect through the 5th grade for elementary, 8th grade for middle school and through 12th grade for high school. Intra District Transfers may be revoked if a student does not maintain satisfactory attendance, behavior, or academics, or if space is not available.
- Students in 5th grade and 8th grade who wish to attend middle or high school other than their zoned school, must apply for a new Intra District Transfer for the next grade level during open enrollment (October 15, 2022-January 15, 2023).

How do I transfer my student to another TUSD high school?

- All students must complete online registration for their zoned school.
- If a student is interested in a program/academy, they must contact the program coordinator for the application process. If a student is accepted into a program/academy, they will fill out a transfer form with the Program Administrator at the school site. Programs are as follow.....
Kimball High: Medical and Health Services Academy
Tracy High: Agriculture Science/International Baccalaureate/Performing Arts Magnet
West High: Advaned Placement/JROTC/Space and Engineering
- All other transfer requests are contingent on space availability.

I live outside of TUSD boundaries, how do I transfer to a TUSD school?

- You will need to request for an Inter District Transfer from your resident district. Follow their procedures and they will send the transfer to TUSD when they are done with their process.
- TUSD will process the transfer when received from the other district. Approval is based on availability, grades, attendance, and behavior.
- It is the parent/guardian's responsibility to provide attendance, grades, discipline records, and proof of residency for the student when submitting the transfer request.

I live within TUSD boundaries, how do I transfer to a school outside of TUSD?

- You will need to fill out an Inter District Transfer form, this is a two-part process. TUSD must approve for the student to transfer to another district. At that point, the final decision is up to the requested district. They will contact you with their decision.
- All Inter District Transfers must be renewed annually.

My students have been attending school in another district and we moved into TUSD boundaries, how do I keep them at the same school?

- To keep your student at a school out of TUSD, fill out a TUSD Inter District Transfer form.

How are transfer requests processed?

- Transfers are processed according to Board Policy.
- TUSD does not accept transfer request for schools where there is no available space as determined by the District. See the Intra Notification Letter for available schools for a possible transfer.
- Transfers are reviewed by the Director of Student Services.

How will I be notified about the status of my transfer?

- All notifications to parent/guardians regarding transfer requests will be sent by email.

How often do I need to submit a transfer?

- Inter District Transfers are required to be renewed annually.
- Intra District Transfers are valid through the highest grade level of the requested school unless TUSD conditions are not met.

How do I submit a TUSD transfer request form?

- Scan and email to: Melanie Boynton mboynton@tUSD.net in Student Services
- In person at the district office or mail: 1875 W. Lowell Avenue, Tracy, CA 95376
- Fax: (209) 830-3284
- Any school site.

**** Please note: Processing may be delayed if forms are filled out incorrectly, if print is illegible or if proper documentation is not submitted.****