

December 5, 2022



2023-2024 Intra-District Transfer Permit Procedure

The Buena Park School District offers parents and 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 9, 2023 – February 10, 2023 for the 2023-2024 school year. Intra-District transfer requests are applicable to students who reside within the BPSD boundaries, are currently enrolled in an elementary or middle school in BPSD, and are requesting a transfer from one BPSD school to another BPSD school.

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 applications, please adhere to the following procedures at your **School of Residence**:

1. Complete an Intra-District Transfer Permit
2. The principal will meet/communicate with parent regarding transfer request
3. The Student & Community Services Department will receive the final request from the parent's home school.

You will be provisionally notified if your application is approved by March 15. Final approval confirmation letters will be sent by May 19. **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 9, 2023 - February 10, 2023** for the 2023-2024 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.
4. Transfers are granted based on space availability in the school and/or program requested.
5. Available space is determined considering both current and projected space needs.

"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"