

## PARENT TIMELINE FOR STUDENT TRANSFERS for the 2023-2024 school year



If you are a resident parent of the Panama-Buena Vista Union School District (P-BVUSD) seeking to transfer your student please read and follow the timelines below:

**Open Enrollment:** Open Enrollment pertains to residents of P-BVUSD only and is held each year at the beginning of February. Exact dates will be made available in January of each year. Applicants will receive notification of their results by the end of June via mail. All parents who applied for Open Enrollment will be provided written instructions to **file an intra district request with P-BVUSD beginning the first business day of March**. This puts in place a chance for a second review of your transfer request, should you receive a denial on the Open Enrollment.

**Intradistrict Permits** refer to a transfer request for those who live within P-BVUSD boundaries but request to have their student attend a school other than the resident school. For example, a family lives in the Seibert Elementary attendance area but would like their student to attend Sandrini Elementary. To apply, please stop by the P-BVUSD office beginning **the first business day of March**. **Intra requests filed in the month of March will be reviewed for possible approval to start the school year at the requested school site**. All requests received after this period and those not able to be approved in March will be reviewed at the end of the third full week of the new school year for possible approval. All requests are based on space availability once resident enrollment is complete.

**Interdistrict Permit Request to Exit** - This permit applies to residents of P-BVUSD who work outside of the school district or, because of work, have made arrangements for childcare with an independent provider. Please read the information below, which is specific as to what the request to exit is based upon. Read carefully, and follow the directions that apply best to you. Permit requests meeting criteria will be approved and forwarded to the requested school district office. To follow up on the status of your permit request, please contact the requested school district office at least 72 hours after submitting the transfer request.

- **Based on Employment:** If your request to exit P-BVUSD is based on your employment address, you will be required to have a current paycheck stub indicating your physical work address. If this is not shown on your paystub, in addition to the paystub, you will be required to provide a letter from your HR department identifying your physical work address. **If you are basing your request to exit on an employment address and the school you are requesting is in Bakersfield City, Fruitvale, Greenfield or Rosedale School Districts, you will start your permit request with the requested district. Please call them ahead for specific dates and hours of operation.** If the district you are requesting is not on the list mentioned above, you will file your permit with P-BVUSD to start the process.
- **Based on Childcare:** If your request to exit is based on your child care provider's address, you will be picking the application up from the P-BVUSD district office. The form requires the child care provider to fill out, sign and date a portion of the application. When you return the completed application to P-BVUSD, a current paycheck stub will be required for each parent in the household. This is necessary to support that child care is required. School provided daycare does not meet criteria. All requests to exit based on child care must be filed through the P-BVUSD office.

**Interdistrict Permit Request to Enter** - If you reside outside of the P-BVUSD but, because of employment address or independent child care, are requesting your student attend in this District, please read below:

- **Interdistrict based on Employment (New), Grades K-8** - If your student did not attend P-BVUSD in the previous school year on an interdistrict permit and the school you are requesting is based on your employment address, please file at your resident school district office. Please contact your resident school district office for dates and hours of operation. You will be required to provide a current pay stub that shows your physical work address. If your pay stub does not indicate this, a letter will be required from your HR department, in addition. **If you are a resident of Bakersfield City, Fruitvale, Greenfield or Rosedale School Districts, you may file your request, if based on employment with us directly, bypassing your resident school district. The same supporting documents will be required. The date to file will be the first business day of May. Parents who apply for a new interdistrict permit should plan on their student starting the school year at the resident school. Our district will review enrollment numbers at the end of the third full week of school and approve permits where enrollment numbers will allow us to do so.**
- **Interdistrict based on child care (New), Grades K-8** - If your student did not attend P-BVUSD in the previous school year on an inter district permit, you will need to file the request with your resident school district. You will be required to pick up the application from them and take it to your child care provider to complete. Current paycheck stubs from parents in the household will be required when you return the application to your resident school district. The pay stubs are to support that childcare is required. Those filing for inter district permits may not use P-BVUSD daycare facilities. Please contact your resident school district ahead for details on dates and hours of operation.
- **Renewals:** If your student(s) are already attending P-BVUSD on an interdistrict transfer request and your residential address and qualifying criteria have not changed, you will simply reapply for the permit with us on **the first business day of March** at our district office. **You will be required to provide supporting documentation, as before.** If you are not sure what you provided, please review the items in directions for those applying for a new request above. Renewals are typically approved each year as long as you apply for the permit in a timely manner and your student has met the requirements to keep the permit in good standing. To review, please visit our website under Departments/Educational Services/Student Transfers.