

REDLANDS UNIFIED SCHOOL DISTRICT
Intradistrict Transfer Frequently Asked Questions
(within RUSD)

Q. Who may apply for an intradistrict transfer?

The Governing Board recognizes that students and their families have diverse needs, potential and interests. Any parent or guardian of a student residing within the Redlands Unified School District boundaries may apply for enrollment to any District school. This is done by submitting an intradistrict transfer request during the open application period, January 15 – February 15.

Q. Are there any conditions a student must meet for an intradistrict transfer to be approved?

Yes, the following conditions will apply to all students:

- Parent/guardian assumes responsibility for providing transportation.
- Student must make satisfactory academic progress. Satisfactory is defined as a minimum grade point average of 2.0 and credits equivalent to grade level being requested. In addition, students entering their senior year must be eligible for graduation.
- Student must maintain regular and punctual attendance.
- Student must maintain proper conduct at school and at school-related functions and activities.

Q. Where do I get the intradistrict transfer request form?

Intradistrict transfer request forms are available on our website or at our Enrollment Center, located at 7 West Delaware Avenue, Redlands, CA 92374 between the hours of 7:30 am and 4:00 pm, Monday through Friday.

Q. Should I “camp out” to be the first in line to turn in my intradistrict transfer request to improve our chances of being approved?

No, IT IS **NOT** FIRST COME FIRST SERVED. Intradistrict transfer requests received during the open application period are not numbered or “stamped” in; all those received during the open application period will be placed together in one file.

Q. If I submit my intradistrict transfer request after February 15, will it still be accepted?

Yes, however it will not be processed until after the requests received during the open application period. It will only be approved if space is still available at the school and grade level requested and all conditions have been met. If space is not available, you will be added to the waiting list in the order received. Students on the waiting list may not be notified of availability until after the start of school.

Q. I will be requesting an intradistrict transfer for more than one child; do I complete one form for each child?

Yes, as each request is considered separately.

Intradistrict Transfer Frequently Asked Questions ~ Continued
(within RUSD)

- Q. If I have applied for an intradistrict transfer for more than one child, will all of the requests be approved?**
No, each request is considered separately. Approval is dependent on space availability at the school and grade level requested and if conditions have been met.
- Q. My child is presently on an intradistrict transfer. Do we need to apply each school year?**
No, once you have been approved, the school assignment is for the duration of the student's years at the requested school. **However, if at any time while on an intradistrict transfer the student moves back into the boundaries of the school the student is currently attending, the intradistrict transfer is null and void.** If a student is moving on to 6th grade or 9th grade, they will be assigned to a school based on your address, not the school they are currently attending. If you want them to attend a different school, you must submit a new intradistrict transfer request for consideration.
- Q. If my child is on an intradistrict transfer and I want my child to return to his/her school of residence, do we need to do anything?**
Yes, the school your child is now attending is considered their "home school". To return to their school of residence, you must submit a new intradistrict transfer request for consideration.
- Q. If my child is on an intradistrict transfer and we move to another attendance area within the RUSD and I want my child to attend our new school of residence, do we need to do anything?**
Yes, the school your child is now attending is considered their "home school". To attend their new school of residence, you must submit a new intradistrict transfer request and it must be approved.
- Q. If my request for an intradistrict transfer is approved, is bus transportation available?**
No, one of the conditions for approval is that parent/guardian assume responsibility for providing transportation.
- Q. If my request for an intradistrict transfer is not approved, will there be a waiting list?**
Yes, intradistrict transfer requests that are denied due to lack of space will be placed on a waiting list in the event requests exceed capacity for a specific grade level within the school. The waiting list shall then be established to indicate the order in which students may be accepted as follows: requests submitted during the open application period, January 15 – February 15, shall be determined by lottery by student, not by family, from the eligible applicant pool. Requests submitted after February 15 will be added to the waiting list in the order in which they are received. Students on the waiting list may not be notified of availability until after the start of school.

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- Q. I have a child on an intradistrict transfer and one who will be starting kindergarten this next school year; will the kindergartener automatically go with the sibling?**

No, you must submit an intradistrict transfer request for the kindergartener during the open application period, January 15 – February 15, for consideration. While waiting to hear if the transfer will be approved, you should register your child for their school of residence. If your request is approved, the registration materials will be transferred to your requested school.

- Q. I have a special education student; are the procedures to request an intradistrict transfer any different?**

No, the procedures for an intradistrict transfer are the same for every student.