

INTERDISTRICT TRANSFERS TO MOORPARK

Timelines:

- Applications for the current school year will be processed on a case by case basis and parents/guardians will be notified within 30 calendar days from the date of receipt of the request.
- Applications for the next school year will be accepted starting in January of the new school year and continue throughout the school year on a case by case basis. Parents/guardians will be notified no later than 14 calendar days following the beginning of the school year for which enrollment is sought.

For students who *live outside* of the MUSD boundaries and wish to attend a Moorpark school, parents/guardians must:

1. Complete an Interdistrict Transfer Agreement Form. Review required documentation and terms/conditions on the back of the form. Applications must include a copy of the most current transcript or report card, behavior and attendance reports, a copy of IEP or 504 (if applicable) and supporting documentation for each reason provided. Reasons include: *Child Care, Parent Employment, Sibling, Health & Safety, Specialized Program, Continuing Enrollment, Final Year, and Change in Residence.*
2. Submit the Form to your district of residence for review.
3. Once approved, submit the approved agreement to Moorpark Unified School District, located at 5297 Maureen Lane, Moorpark, CA or email to Sabrina Johnson at sjohnson@mrpk.org for MUSD review.
4. Once a final decision has been made on your application, you (and your home school district) will receive an email from the Instructional Services office at which point you may proceed to register your child.
5. Once approved, a student may remain at the requested school through the highest grade level at that school. Parents DO need to submit another Interdistrict Transfer Agreement form when their child promotes from elementary school to middle school or from middle school to high school.

*Please note: Interdistrict transfers may be revoked at any time due to poor attendance, failure to uphold appropriate behavior standards or failure to make appropriate academic effort.
6. If either the selected district or the home district denies the transfer request, the parent/guardian may appeal the decision to the Ventura County Board of Education.