



Student and Family Services, 720 Santa Barbara Street, Santa Barbara, CA 93101 Tel: 805-963-4338 Fax: 805-963-3521

2023-2024 INTRADISTRICT APPLICATION FOR CHANGE OF ADDRESS

Acceptable use of this form

- This form is to be used for a student who is **CURRENTLY** attending the requested school.
- A student in good standing who moves out of the boundaries of their school of residence, but remains within the district boundaries **SHALL HAVE 30 DAYS** to exercise their right to remain in their school of attendance.
- Parent/Guardian must provide proof of residency to school.

Date moved ____/____/____

Please Note: Notice of address change **AFTER 30 DAYS** requires parent/guardian to submit an Intradistrict Transfer Application. This form is not acceptable.

School information

_____	_____	_____
Current School	School of Residence	School Requesting (to remain)

Student information

_____	_____	_____	_____
Student Name	Date of Birth	Grade	Student ID#
New Address: _____			
Street	City	Zip Code	
Is student currently attending school on an approved Intradistrict Transfer		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Parent/Guardian Name: _____			
Home Phone #: _____		Work Phone #: _____	

Parent/Guardian Acknowledgement

I have read and understand the terms and conditions (as outlined on Page 2) of this transfer request and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation **DOES NOT** guarantee that the request will be approved.

Parent/Guardian Signature: _____ Date: _____

IMPORTANT: Page 2 of this application requires a signature by the parent/guardian AND student (grades 4th-12th) for the Attendance and Behavior Contract.

District Use Only: Approved Denied

Signature: _____ Date: _____
ShaKenya Edison, Assistant Superintendent, Student and Family Services

Remarks: _____

Terms and Conditions

- Approval is subject to space availability in the school.
- **The student may be subject to displacement due to excessive enrollment. The last accepted transfer student in the impacted grade level or subject area will be the first to be displaced**
- Positive behavior and a signed attendance and behavior contract is required.
- The parent/guardian is responsible for providing transportation to and from school.
- Intradistrict transfers do not have to be renewed each year *EXCEPT* if a change of address occurs.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be eligible to participate at the new school. Parent/guardian should check the CIF rules before submitting this application.
- A Transfer may be revoked at any time by the school of enrollment for the following reasons:
 - Excessive enrollment of attendance area students
 - Student is excessively tardy or absent from school, or student is brought to school excessively early or left excessively late.
 - Student fails to uphold appropriate behavior standards.
 - False or misleading information was provided.
 - Other conditions that occur that would render continuance inadvisable, such as failure on the part of the parent or guardian to cooperate with school or district officials.

Attendance and Behavior Contract

Any student accepted on an Intradistrict or Interdistrict Transfer Must Comply with the following regulations:

- A. The enrolling student must have a signed, current, approved Intradistrict or Interdistrict Attendance Agreement form.
- B. The enrolling students must be aware of the school rules and obey them.
 - 1. The student maintains appropriate behavior and no suspensions.
- C. The enrolling student will be a contributing member of the class and school and exhibit positive behavior.
- D. The enrolling student will main a regular daily attendance.
 - 1. The student will not be absent from school more than 10% of the time for any reason, excused or unexcused.
- E. The enrolling student must report to class on time.
 - 1. The student will arrive and depart in a timely fashion.
 - (a) Unless involved in official school activities or as directed by staff, depart within five minutes of dismissal
 - (b) Arrive no earlier than fifteen minutes and not less than five minutes prior to beginning of school
- F. The parent or guardian and student will be responsible for maintaining communication with the school and the child's teacher.
- G. Transportation will be provided by the parent or guardian.

It is understood by the student, parent or guardian of the student that deviation or disregard of these responsibilities will result in the termination of the Intradistrict or Interdistrict Attendance Agreement and the student will be returned to their school of residence or district of residence.

Print Student Name _____ Grade _____

Parent/Guardian Signature _____ Date _____

Student Signature Required if entering Grades 4-12 _____ Date _____