

INTERDISTRICT TRANSFER PROCEDURES AND TIMELINES

How to apply for an Interdistrict Transfer:

Parents of students who reside outside of Santa Paula Unified School District (SPUSD) boundaries and wish for their student(s) to attend a SPUSD school will need to complete an Interdistrict transfer agreement form. This form must be **submitted the district of residence for approval before submitting to SPUSD.**

Interdistrict transfer agreement forms are available at the SPUSD main office, 201 S. Steckel Drive, Santa Paula, CA 93060. For questions, you may call the Educational Services Division at 805-933-8963.

How to complete the Interdistrict Transfer Form:

Complete the Interdistrict transfer agreement form and be sure to include a current phone number and email address. Submit your application to your district of residence.

All applications must:

- Be completed, signed and dated. Any information that is left blank will delay the transfer process
- If your student has a current 504 plan, annual review IEP, or triennial review IEP in place, signed copies of that documentation are required to be submitted with the application
- Include documentation to support the request for transfer (i.e. Specialized Program, Continuing Enrollment, Change in Residence, etc.). Information detailing reason for request and required documentation can be found on the back page of the Interdistrict transfer agreement form. If none applies, check 'Other' and include a letter explaining your rationale.

Submit the completed Interdistrict transfer agreement form, all accompanying documentation and documentation to support the request for transfer to your home school district for processing and approval. If you would like to mail you application, address is provided below for your convenience.

Processing of your transfer for outgoing or incoming may take up to two weeks from the date your completed application is received. Failure to submit all supporting documents is deemed abandonment of the request.

Mail:

Santa Paula Unified School District
Educational Services Division
201 S. Steckel Drive
Santa Paula, CA 93060

Email:

[Olivia Lucio](mailto:olucio@santapaulausd.org)
olucio@santapaulausd.org

In Person:

Santa Paula Unified School District – Main Lobby
201 S. Steckel Drive
Santa Paula, CA 93060

When can we submit our Interdistrict Transfer Agreement form to SPUSD?

Interdistrict transfer agreements will be accepted on a yearly basis.

PLEASE NOTE:

Non-resident students cannot register, obtain a registration packet or select a class schedule until the Interdistrict transfer form has been approved by SPUSD. If there is a wait list to attend an elementary school, applications will be placed on that list by the date the application is approved.

When will we know if our Interdistrict Transfer to SPUSD or out of District is approved?

For current year, a transfer may take up to thirty-(30) calendar days from the date the request was received. For a future year request, the parent will be notified of a decision ASAP, but no later than fourteen (14) calendar days after the beginning of instruction in the school year for which the interdistrict transfer is sought. Once a decision has been made, you will be contacted by the Educational Services Division Department. It is the parent/guardian's responsibility to pick up their copy and submit a copy of the approved agreement along with all documentation submitted to the requested district. Once transfers are approved by both districts and families have received notification of approval, parents and students should visit their selected school to register.

Elementary School Interdistrict transfer requests PLEASE NOTE: Elementary interdistrict transfer approvals are subject to space availability in the district and may not be at the site requested. It may not be known if space is available for your child until the summer months or possibly as late as the first day of school. You will be contacted by the school site when space becomes available.

Agreement between Districts:

The Districts agree that once the Districts sign the Agreement for a particular pupil, the district of residence will not be required to sign the Agreement for that pupil for the subsequent 4 school years. By signing the Agreement in Year 1, the district of residence intends to release the student from attendance in that district for 5 school years. The districts shall establish appropriate internal controls for the issuance and acceptance of Agreements.

Please note: *Interdistrict transfers may be revoked at any time due to poor attendance, failure to uphold appropriate behavior standards, and failure to make appropriate academic effort.*

NOTE:

****Student(s) must first be released from SPUSD before attempting to enroll in another district. ****

If your Interdistrict transfer agreement is not approved - there is an option to appeal the decision. Instructions to appeal will be sent via USPS mail.

For residents in Ventura County, additional information regarding the appeal process can be found via the below resources:

Interdistrict Appeal

Ventura County Board of Education

[Interdistrict Appeal Process](#)

Public Information Brochures

[How to File an Appeal](#)