



# Merced Union High School District

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The information below is to assist families and district employees in completing the proper paperwork when a student is not residing with a legal parent/caregiver, wishes to attend a school site outside of their residential boundaries, or is not able to provide proof of residency in their name or at all.

All documents should be filled out truthfully to ensure integrity of all parties. No form should be signed and submitted with false information. [Pursuant to Penal Code 118, 126, 127](#) the district or a district designee is likely to investigate residency statements. **Inquiries should begin with school of residence.**

School of residence should collect documents and forward them to the Child Welfare and Attendance Administrator (CWA) at the District Education & Student Services Office (ESSO) for approval. When a form outlined below is being utilized for enrollment the student will be enrolled **after** approval by the CWA's office.

\*Forms should be submitted to the school site as often as possible to decrease families needing to travel to district offices. For circumstances where parents do need to go to the ESSO the site staff must call and ensure a CWA office staff member is available to assist prior to referring family.

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## Interdistrict Transfer

This form is utilized for students residing in the MUHSD catchment area and requesting to be allowed to attend a school in another school district's catchment area. Approval by MUHSD does not guarantee enrollment in the requested district. This form should be submitted via email or in person to the Child Welfare & Attendance office located at 3500 G Street Merced.

*\*BP 5117--Refer to board policy for pertinent education codes.*

## Intradistrict Transfer- New Student to MUHSD

An intradistrict transfer form is utilized when a student wishes to attend a school within the MUHSD, not associated with their residence, due to a hardship. A hardship is defined as an unforeseeable, unavoidable and uncorrectable act, condition, or event outside the student's family's control, which causes the imposition of a severe burden. Please read the document in its entirety for details outlining approvals and denials. New student requests will be submitted to the Child Welfare & Attendance office located at 3500 G Street Merced.

\*Requests for Intradistrict transfers for students receiving special education services will be subject to caseload and program availability.

*\*BP 5116.1 -- Refer to board policy for pertinent education codes.*

## Intradistrict Transfer- Prior enrolled student

An intradistrict transfer form is utilized when a student wishes to attend a school within MUHSD, not associated with their residence, due to a hardship. A hardship is defined as an unforeseeable, unavoidable and uncorrectable act, condition, or event outside the student's family's control, which causes the imposition of a severe burden. Please read the document in its entirety for details outlining approvals and denials. Students who currently attend a school in the MUSHD catchment area will submit a request to their current school Assistant Principal of Guidance. The site administrator will contact the

administrator at the requested site and both administrators must agree on the transfers or the request will be denied. **For students with IEP's, Discipline Record, or any other needs deemed to be high profile the decision needs to be in collaboration with the Director of Students Services.** All transfers must receive final approval from CWA's office before transfer takes place.

\*Requests for Interdistrict transfers for students receiving special education services will be subject to caseload and program availability.

\*BP [5116 5117](#) -- Refer to board policy for pertinent education codes.

### **Residency Declaration**

This form is to be utilized for families with parents living in two different school boundary areas. Those students with multiple residencies (shared custody families) will not be allowed to transfer between schools. You must declare an address for residence purposes. Once you have declared a school, the district will not allow a change to the address of the other parent/guardian. Both parents must sign the document in person. For those students who wish to request a school change after residency declaration, they may submit an Intradistrict Transfer Request to their current school administration.

### **Caregiver's Authorization Affidavit**

This form is to be utilized when the student does not live with their parent or legal guardian. The student must live full time with the "Qualified relative" specified by education code as a spouse, parent, stepparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, uncle, aunt, nephew, first cousin, or any person denoted by the prefix "grand" or "great" of the spouse of any of the persons specified in this definition. Please read the back of the authorization form in its entirety prior to signing and submitting. As stated on the form a home visit verification will be conducted. **This form is not to be utilized for before or after school child care.**

\*Use of this form is authorized by [Part 1.5 \(commencing with Section 6550\) of Division of the Ca. Family Code.](#)

### **Affidavit of Residence with Address**

This form is to be utilized for families paying rent or utilities to a third party and are not able to produce a bill for proof of residency purposes in their name. This form requires the person the payment is made to sign, provide a copy of the shared bill with their name and address as well as a valid government issued form of identification. As stated on the form a home visit verification will be conducted.

\*BP-5111.1 AR--Refer to board policy for pertinent education codes.

### **Affidavit of Residence- Not Current Address**

This form is to be utilized when a family does not have permanent housing however, they are residing within the MUHSD catchment area. Families may be in transitional housing or residing short term with friends or family. Families may be referred to the Homeless Youth Liaison in the district to determine if other services are appropriate and available to the family.

\*BP-AR 5111.13

### **Continuing Education Request**

This form is to be utilized when a student moves from one school boundary to another and wants to maintain continued student enrollment at the school associated with the previous address. Continuing education may be revoked at the conclusion of a semester based on grades, attendance, and/or behavior. This form should be submitted to the Assistant Principal of Guidance at the site and a copy sent to CWA's office. <sup>1</sup>

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<sup>1</sup> Revised 3/2023 KS