



2024-2025 INTRADISTRICT TRANSFER REQUEST FORM

IMPORTANT – PLEASE READ

- Fill out one (1) transfer request form for every child that is requesting a transfer.
Transfer Request Lottery Deadline: 12:00 pm (noon) on Friday, January 5, 2024.
Transfer requests received after the deadline (see above) will be added to the waitlist in the order received.

STUDENT INFORMATION

Table with 5 columns: Student Name (Last name, First name), Grade in 2024-25, Birth Date (m/d/yy), Gender (M/F/NB), School of Assignment

Where does the student currently (2023-2024) attend school? _____

Name of parent/guardian filling out this form: _____ Relationship to student: _____

Address: _____ City: _____ Zip Code: _____

Email: _____ Best Daytime Phone: _____

Sibling Information (if applicable) – Please list any sibling(s) (brothers or sisters ONLY) who will be attending one of the schools you are requesting in the 2024-2025 school year:

Sibling Name: _____ School: _____ Grade (23/24): _____

You may request one or two schools. Please rank your choices in order of preference: #1 and #2. Choices are weighted – Choice #1 will receive a higher weight than Choice #2. Do not select the school of residence as a choice.

ELEMENTARY SCHOOLS:

- Audubon (TK-5)
Bayside Academy (K-5)
Baywood (TK-5)
Beach Park (TK-5)
Beresford (K-5)
Brewer Island (TK-5)
Foster City (TK-5)
George Hall (TK-5)
Highlands (TK-5)
Laurel (TK-5)
Lead (TK-5)
Meadow Heights (TK-5)
San Mateo Park (TK-5)
Sunnybrae (TK-5)

DISTRICT-WIDE MAGNET SCHOOLS:

- College Park (K-5) – Mandarin Immersion
Fiesta Gardens International School (TK-5) – English/Spanish Immersion*
*For Fiesta Gardens: What is your child's primary language? Check one: English Spanish
North Shoreview Montessori (TK-8)
Parkside Montessori (TK - 8)

MIDDLE SCHOOL MAGNET PROGRAMS:

- Abbott (6-8) – English/Spanish Immersion Program
Bayside Academy (6-8) – Mandarin Immersion Program

MIDDLE SCHOOLS:

- Abbott (6-8)
Bayside Academy (6-8)
Borel (6-8)
Bowditch (6-8)

Reason for Transfer Request – check all that apply. See reverse side for more information about each reason.

- Continuing 5th/8th grader (finish final grade)
Child of District employee Worksite: Hrs./wk.: Position:
Continuing (moved, wishes to continue, or continue 5th to 6th grade magnet program)
Preschool (enrolled in a District preschool program, requesting feeder magnet)
Sibling
Neighborhood (reside in magnet school historic attendance area)
Overflow
Requesting a District-wide magnet school/program (open to all)

I understand that this transfer request is not a school registration and is not a guarantee of enrollment.

Parent/Guardian Signature: _____

Date: _____

TRANSFER REQUEST INFORMATION

WHAT IS A VALID TRANSFER REQUEST?

Valid transfer requests will be processed only if:

- a student has a **site-based priority** (see list below) **OR**
- the request is for a **District-wide magnet program** (College Park, Fiesta Gardens, North Shoreview Montessori, Parkside Montessori, Abbott Middle School Spanish Immersion Program, Bayside Academy Mandarin Immersion Program).

WHAT ARE THE SITE-BASED PRIORITIES?

- **Continuing 5th/8th grader** - former residents of the school's attendance area who have moved into another school's attendance area within the district and want to finish their last year of attendance at the original school.
- **Child of District employee** - child of a District employee who works a minimum of 20 hours a week or 50% of 1 FTE.
- **Sibling** - siblings of students concurrently enrolled on an approved intradistrict transfer.
- **Overflow** - students overflowed to another school who want to remain at the overflow school.
- **Continuing** - students who move to another attendance area within the district and wish to remain at their current school.
- **Preschool** - student attends a District preschool program and wishes to enter the feeder elementary program.
- **Neighborhood** - 1/3 of the seats for the incoming Kindergarten classes at College Park, Fiesta Gardens International School, North Shoreview Montessori, and Parkside Montessori shall be set aside for in-district students from the historic neighborhood.

SMFCSD EMPLOYEE INFORMATION

Children of qualifying certificated, classified, and administrative staff of SMFCSD employees are allowed to send their child(ren) to attend SMFCSD schools upon timely and proper application if the following conditions are met:

- An employee must work **20 hours or more per week or at least 50% of 1.0 (one) FTE** at the time of application and during the school year for which the application is made. They will receive employee priority pending space availability in the school and grade level requested.
- Each employee must apply for and receive an approved Interdistrict Transfer (out) from the child(ren)'s resident district. *This release is to be received by Student Services before May 1 of every year.*
- Interdistrict Transfer Request Process for employees living *outside* of SMFCSD:
 - Submit to Student Services the **Out-of-District Transfer Application for Students with Preference** during the Priority Registration & Transfer timeline. This form is available to all employees at any school office or the District Office.

Employment status for all employees will be verified annually.

ENROLLMENT DEPARTMENT USE ONLY

Enrollment Department Received Stamp	Processed by

	Date
