



Turlock Unified School District

# INTRA-DISTRICT TRANSFER AGREEMENT Grades 9-12

**Due February 7<sup>th</sup> for High School Students at Student Services Office.**

**Current School Year:** \_\_\_\_\_

**Current Grade:** \_\_\_\_\_ **School Currently Enrolled In:** \_\_\_\_\_

**School of Residence in 2024/25:** \_\_\_\_\_

**Requested School Year:** **2024-2025**

**Grade in Requested School Year:** \_\_\_\_\_

**Requested School:** \_\_\_\_\_

**IS STUDENT ENROLLED IN SPECIAL EDUCATION?** Yes  No

**Print Student Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Print Parent(s) or Guardian Name:** \_\_\_\_\_

**Legal Residence Address:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **email:** \_\_\_\_\_

**APPROVAL IS BASED ON SPACE AVAILABILITY. TRANSPORTATION IS TO BE PROVIDED BY PARENT.**

Priority reason for request (Level 1 or Level 2 requests need to be complete or student will be placed in Level 3.)

- Level 1  Parent is a Turlock Unified School District permanent employee or current Trustee.  
School Site of Employment: \_\_\_\_\_
- Level 2  Sibling(s) attends requested school.  
Sibling Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Sibling Name: \_\_\_\_\_ Grade: \_\_\_\_\_
- Level 3  **NEW** (Student will be placed in an unbiased random draw process based on school, grade, and priority level.)

If approved, this Agreement shall be effective for twelve (12) consecutive months commencing August 2024. This Agreement shall renew for additional periods of twelve (12) months each (one school year) unless the parent/guardian has provided notice of cancellation to the District no later than February 1<sup>st</sup> of preceding year. **Turlock Unified School District reserves the right to revoke agreements at any time for failure to maintain satisfactory grades (2.0 GPA), attendance (95%), and behavior (zero suspensions).**

I agree: Yes  No

**Signature of Parent/Guardian/Caregiver:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TUSD OFFICE USE ONLY**

1. **Office Staff Receiving Agreement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Student currently enrolled

Overflow Student

2. **Principal of Requested School:** Approved   
*(Approval to enter into lottery)* Denied  Space \_\_\_\_\_ Other \_\_\_\_\_

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

3. **Special Education Director:** Approved  Denied  Reason denied: \_\_\_\_\_

**Signature of Special Education Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

4. **Student Services Director:** Approved   
*(FINAL APPROVAL)* Denied  Space \_\_\_\_\_ Other \_\_\_\_\_

**Signature of Student Services Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Emailed:** \_\_\_\_\_

**Scanned:** \_\_\_\_\_

**Rescinded:** \_\_\_\_\_

**Please CANCEL Intra-District Agreement. We are requesting to return to \_\_\_\_\_ our school of residence.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Turlock Unified School District

INTRA-DISTRICT TRANSFER REQUEST (GRADES 9-12)

Intra-District Transfer Period: Before February 7<sup>th</sup>

Requests received on or after this date will be placed on a waitlist

## Instructions for completing the application:

Please complete the following steps:

- a. Parent to complete and sign the attached Intra-District Transfer Request. In order to ensure that priorities for enrollment in district schools are implemented in accordance with law. Applications for Intra-District transfers shall be submitted before February 7<sup>th</sup> of the school year proceeding the school year for which the transfer is requested.
- b. The transfer request and all supporting materials must be completed and submitted to the Office of Student Services, 1574 Canal Drive, Room WW1, Turlock, CA. Applications will not be accepted at school sites.
- c. If there are more requests for a particular school than spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicant the order in which applicants may be accepted if openings occur during the year.
- d. In all cases, the burden of establishing the merit of the request for transfer rests with the student.
- e. Any falsification of information or any withheld information may result in denial of the Intra-District request or the revocation of the intra-district privileges.
- f. A written response to your request will be emailed according to the order in which it was received and such responses will occur by the end of February after the close of the Intra-District Transfer period.
- g. The request shall be approved by the Director of Student Services and the requested school.
- h. Once enrolled, a student shall not be required to reapply for readmission. However, the student may be subject to displacement due to excessive enrollment.
- i. Once an Intra-District Transfer is approved, it will remain in effect for the remainder of the student's high school years in Turlock Unified School District but can **be revoked for failure to maintain satisfactory grades (2.0 GPA and no more than one F), attendance of 95% or above, and behavior (no Ed. Code 48900 violations).**

## The Superintendent and/or designee may approve the Intra-District Request based on the following:

- a. Transfer request decisions may be considered based on special family needs (i.e. medical)
- b. Transfer request decisions shall not be based on a student's academic or athletic performance.

## Please note:

- **Failure to maintain satisfactory grades, attendance and behavior may result in the revocation of the intra-district transfer. Achievement must be evident at each quarterly report card period.**
- All California Inter-Scholastic Federation and section rules and regulations regarding athletic eligibility shall apply to all students granted intra-district transfer(s).

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Turlock Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status, or association with a person or a group with one or more of these actual or perceived characteristics. TUSD requires that school personnel take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.