



School Year Requested 20\_\_ - 20\_\_ For Grade: \_\_\_\_\_

Check One: New Renewal

# INTRADISTRICT TRANSFER REQUEST

(WITHIN) Franklin-McKinley School District  
645 Wool Creek Drive, San Jose, CA 9511  
Ph: (408)283-6092 Fax: (408)283-6097

**Please fill out**  
**1 per student**

Current School: \_\_\_\_\_ School Requested: \_\_\_\_\_  
Resident School: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_  
(Last Name) (First Name) (Last Name) (First Name)

Street Address: \_\_\_\_\_ Apt/Space: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**What special services does the student currently receive? Check all that apply:**

Gifted (GATE) Section 504 Speech/Language Special Education (Copy of IEP required)  
Foster Youth: Yes No

**Reason for Request:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF CHILD CARE RELATED		IF EMPLOYMENT RELATED	
Agency Name/Provider Name		Employer Name	
Agency Address/Provider Address		Employer Address	
City, Zip		City, Zip	
Agency/Provider Phone Number	Agency/Provider Hours	Employer Phone Number	Hours Worked per Week
<b>Child Care Declaration: The child care agency/provider is located within attendance boundaries of the requested School District and is providing services to the child named above.</b> _____ Child Care Provider's Signature Date		<b>Please attach a letter from your employer on company letterhead verifying employment within the requested school district boundaries of at least 20 hours per week.</b>	

I have read the terms and conditions presented on this document and understand the regulations and policies governing Intradistrict permits and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. THIS REQUEST IS SUBJECT TO THE APPROVAL OF BOTH SCHOOLS. Falsification of any information invalidates this transfer application. A Permit may be revoked pursuant to E.C. 46600 and B.P. 5116.1.

### TRANSPORTATION WILL BE THE RESPONSIBILITY OF THE PARENT

Parent/ Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Principal Use Only:**

APPROVED without Transportation  
 DENIED  
Reason: \_\_\_\_\_

Requested School Principal Contacted on: \_\_\_\_\_

\*Special Ed. Director: APPROVED  DENIED

Resident School Principal Signature \_\_\_\_\_ Date \_\_\_\_\_ Requested School Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>DISTRICT USE ONLY:</b>	
<input type="checkbox"/> APPEAL APPROVED without Transportation	<input type="checkbox"/> APPEAL DENIED Requested School Contacted on: _____
<b>NOTE:</b> _____	
Resident School Principal Signature _____	Requested School Principal Signature _____
Date _____	Date _____

## INSTRUCTIONS TO PARENT OR GUARDIAN

Complete all sections of the Intradistrict Transfer Permit request form and return to your resident school.

Reason for Request	Documentation Required
Child Care	<ul style="list-style-type: none"> <li>▪ Letter from the adult, center or organization providing child care                             <ul style="list-style-type: none"> <li>- Name, address and contact information of the adult, center or organization</li> <li>- Child care license number and fees, if applicable</li> <li>- Hours of operation for the center or organization, or hours that the student is under care</li> <li>- Length of time student has been under care by the adult, center or organization</li> </ul> </li> </ul>
Parent Employment (Allen Bill EC 48204)	<ul style="list-style-type: none"> <li>▪ Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis                             <ul style="list-style-type: none"> <li>- Copy of recent pay stub</li> <li>- Letter on the employer's stationery verifying schedule (hours and days) and location of employment</li> <li>- If self-employed, letter stating schedule (hours and days) and location of employment</li> </ul> </li> <li>▪ Letter from parent/guardian explaining the circumstances that an intradistrict permit is necessary under parent employment reasons</li> </ul>
Sibling	<ul style="list-style-type: none"> <li>▪ Name, grade and school where the sibling attends/Copy of the sibling's last report card</li> <li>▪ Copy of the sibling's release permit from the district of residence</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>▪ Letter or report from a doctor, psychologist, or other appropriate person verifying health-related issues.</li> <li>▪ Police or school report supporting safety-related issues (if applicable).</li> <li>▪ Bullying E.C. 48900 (r)</li> <li>▪ Letter from parent/guardian explaining the circumstances that an intradistrict permit is necessary under health and safety reasons.</li> </ul>
Specialized Program	<ul style="list-style-type: none"> <li>▪ Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested</li> <li>▪ Letter from the parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is either unavailable or not comparable at the district of residence</li> </ul>
Continuing Enrollment	<ul style="list-style-type: none"> <li>▪ Copy of the student's last report card</li> <li>▪ Letter from the parent/guardian stating the enrollment history (grade and school/district) of the student since kindergarten</li> </ul>
Final Year	<ul style="list-style-type: none"> <li>▪ Copy of the student's last report card</li> </ul>
Change in Residence/ Moving into the District	<ul style="list-style-type: none"> <li>▪ Copy of escrow documents/rental agreement</li> <li>▪ Written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district</li> </ul>

### TERMS AND CONDITIONS

- Completed applications are submitted to the resident school site. Applications may be hand delivered or faxed.
- Approval is subject to space availability in the district and may not be at the site requested.
- The address on your application must be where you are currently residing and your child must be enrolled at your school of residence prior to submitting an Intradistrict Transfer Permit application.
- Parent or guardian **MUST** complete and sign a separate Intradistrict Transfer Permit request for each child applying for an Intradistrict Transfer. Parents/guardians will be notified by mail/email.
- Once placed on an approved Intradistrict transfer, that school **becomes your resident school through the highest-grade level.**
- I understand if this transfer is approved, I am required to provide safe and timely transportation (to and from school) for my student.
- Intradistrict Transfer Permits may be cancelled, revoked or denied at any time for the following reasons: 1) Issued in error; falsified information or documentation; 2) The student does not maintain acceptable standards of attendance and/or behavior as defined by the Student Conduct Code and/or maintain acceptable levels of academic achievement; 3) Excessively dropped off or picked up beyond regular school hours; 4) Changes in the Individualized Education Program (IEP), which the FMSD cannot provide.
- Students who are eligible for Special Education Services may be asked to obtain an Inter/Intra-SELPA Agreement for Individuals with Exceptional Needs, in addition to the Intradistrict permit.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- Applying for an Intradistrict Transfer Permit **does not** guarantee placement at the school requested.
- Please be advised that, in compliance with compulsory education law, your student must be enrolled in his/her school of residence until you are notified that your transfer request has been approved. We cannot be responsible for any decisions on the part of parents to keep their students out of school pending approval of a transfer.

**I understand and accept the above terms and conditions\***