



# Interdistrict Transfer Agreements

## *Frequently Asked Questions (FAQs)*

### **WHAT DO I NEED TO DO FIRST TO REQUEST AN INTERDISTRICT TRANSFER?**

*Contact the school district in which you reside and follow their procedures. Some districts will handle the Interdistrict Transfers at the District Office and some will handle them at the school sites. Once you are released from your home school district, submit the signed permit, along with the additional supporting documents listed on our website, to Lisa Wallace via email at [IDTRequest@losal.org](mailto:IDTRequest@losal.org), or contact her by phone at 562-799-4700 ext. 80411*

### **WHAT IF MY HOME SCHOOL DISTRICT WILL NOT RELEASE MY CHILD?**

*Each school district has its own procedures and policies regarding Interdistrict Transfers. Please work with your home school district and follow their guidelines and timelines. We are unable to assist until your home school district releases your child for attendance in another school district.*

### **WHEN WILL I BE NOTIFIED IF MY CHILD HAS BEEN ACCEPTED TO THE LOS ALAMITOS UNIFIED SCHOOL DISTRICT?**

*You typically will be contacted prior to the end of the current school year. However, California Education Code allows for notification up to 14 days after the start of the next school year.*

### **IF I ALREADY HAVE ANOTHER CHILD ENROLLED ON AN INTERDISTRICT TRANSFER, DO I NEED TO APPLY FOR THE SIBLING?**

*Yes, the request for each student is reviewed and considered separately. Although we attempt to honor family requests with multiple children, having an existing child enrolled in the District does not guarantee additional children will be automatically accepted.*

### **IF I AM EMPLOYED WITH THE DISTRICT OR WITHIN THE BOUNDARIES OF THE DISTRICT, IS MY CHILD GUARANTEED ACCEPTANCE?**

*No. Parent employment is one of the factors considered when reviewing transfer requests, but parent employment does not guarantee acceptance into the District.*

### **WHAT IF I AM UNABLE TO SUBMIT MY TRANSFER REQUEST BY THE RECOMMENDED DATE?**

*Our website indicates the date we will begin receiving Interdistrict Transfer requests. If documents are submitted earlier than that date, they will still be date-stamped according to*

*(continued from previous page) the start date on the website. Requests for Interdistrict Transfers will be accepted, depending on enrollment numbers, through the summer.*

### **DO I HAVE TO RENEW MY TRANSFER EACH YEAR?**

*Yes. All Interdistrict Transfers are reviewed on an annual basis and may be denied, non-renewed, or cancelled for any of the reasons listed on our website. You will be contacted in late February/early March of each school year to indicate if you would like to continue in the District for the following school year. Depending on the District in which you live, you may be required to submit a new Interdistrict Transfer every year (Some Los Angeles County School Districts do not require a yearly renewal, but Los Alamitos Unified School District does review all transfers on a yearly basis.)*

### **DO I SUBMIT MY YEARLY REQUEST TO THE SCHOOL OR THE DISTRICT?**

*Please submit the yearly request for “continuing enrollment” Interdistrict Transfer to Lisa Wallace via email at [IDTRequest@losal.org](mailto:IDTRequest@losal.org), or contact her by phone at 562-799-4700 ext. 80411.*

### **IF I AM RENEWING MY PERMIT, DO I NEED TO SUBMIT ALL OF THE REQUIRED DOCUMENTS?**

*Current students only need to submit the new Interdistrict Transfer form releasing the student from the home district and the Intent to Return form. Transcripts, report cards, attendance records, discipline records, and state testing results are not required for currently enrolled students.*

### **IF MY CHILD IS CURRENTLY ATTENDING SCHOOL IN THE LOS ALAMITOS UNIFIED SCHOOL DISTRICT, WILL I BE NOTIFIED ABOUT CONTINUING THE FOLLOWING SCHOOL YEAR?**

*Due to the large number of students attending on Interdistrict Transfers, you will only be notified if the school has concerns about the permit being renewed for the following school year. These concerns may include any of the eleven items listed on the “Interdistrict Transfer Review Criteria” on the Interdistrict Transfers tab of the Enrollment website. If you have not been notified of any concerns by May, you can assume the transfer will be renewed for the following school year.*

### **WHAT IS THE “INTENT TO RETURN” FORM AND WHERE DO I FIND IT?**

*You will be contacted in late February/early March of each school year to indicate if you would like to continue in the District for the following school year. You will be required to complete and submit the Intent to Return Form electronically. The form is available on the Interdistrict Transfers tab of the Enrollment website.*

## **WILL MY CHILD BE TRANSFERRED TO ANOTHER SCHOOL DUE TO ENROLLMENT CHANGES?**

*When an Interdistrict Transfer is approved it allows the student to attend school in the Los Alamitos Unified School District. Although the District attempts to accommodate all school requests, an Interdistrict Transfer does not guarantee your child will attend your school of preference. On rare occasions, students attending on Interdistrict Transfers may be reassigned to another school (prior to the start of school or during the first week) due to enrollment constraints.*

## **WHAT IF MY CHILD QUALIFIES FOR AND/OR RECEIVES SERVICES IN A SPECIAL EDUCATION PROGRAM?**

*The Los Alamitos Unified School District reviews applications for all students, regardless of if the student qualifies for and/or receives services in a special education program. However, acceptance and continued enrollment is contingent on space available in those programs as deemed by the Los Alamitos Unified School District, per California Education Code 46600 and Los Alamitos Unified School District Board Policy 5117.*