

Steps to Submit an Intradistrict Transfer

Step 1. Log into your Parent Portal account through portal.ovsd.org

Step 2. Click on the link to apply for an Intradistrict Transfer at the top

The screenshot shows the top navigation bar of the parent portal. The 'Transfers' menu item is highlighted with a red circle, and a dropdown menu is visible below it, also with a red circle around the 'INTRADISTRICT Transfers' option. The page header includes the school year '2020-2021' and the school name 'OVSD Middle Virtual Academy'. The main content area displays a welcome message for 'Adalyn Aguilar' and provides information about the Intradistrict Transfer Window, which is open from February 1 to April 30, 2021. It also mentions that requests will only be accepted for brand new students to K-8th grade.

Step 3. Read through the information

Step 4. Click on “Create New School of Choice Request”

The screenshot shows the 'School of Choice Requests' page for a student named 'Sample School'. The page displays a table of student information and a section for 'School of Choice Transfer Requests'. The 'Create New School of Choice Request' button is highlighted with a red circle. Below the button, there is a detailed explanation of the transfer process, including the timeline for current students (February 5 to February 23, 2018) and a list of conditions for the transfer. The page also provides contact information for Student Services.

Permanent ID	195989	Grade	4	Counselor	
State Student ID	N/A	Age	10	Language Fluency	
Status Tag	N/A	Sex	F	CorrLng / RptgLng	
Student Number	5	Birthdate	2/16/2007	Intradistrict Status	

School of Choice Transfer Requests

[Create New School of Choice Request](#)

The Ocean View School District Board of Trustees permits parents to request a transfer of their child(ren) to any school in the District. The Board approved Intradistrict Transfer Request timeline for current OVSD students is February 5 – February 23, 2018. All intradistrict transfers are approved based on space availability.

If this transfer is granted:

- I understand that transportation to and from school is my responsibility.
- This transfer is for the child named above and does not imply transfer approval for a sibling this year or any future year.
- I understand that an intradistrict transfer may be revoked due to behavior, absenteeism, frequent tardiness, early drop-offs or late pick-ups and poor academic performance.
- Once enrolled, a student is not required to submit an Intradistrict Transfer Request to remain at the approved transfer school.
- Students requesting a different school or a school other than their middle school of residence must submit an Intradistrict Transfer Request.

If you have questions or would like to cancel a request, please contact Student Services at 714 847-2551 ext. 1316

Step 5. Select the correct school year for the transfer request

Step 6. Answer the remaining questions (there is no option to leave a comment)

School of Choice Transfer Requests

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Application Fields

Transfer Type:*	<input type="text"/>
Student Grade Next Year:*	<input type="text" value="Intradistrict Transfer 2017-18"/>
1st School Choice:*	<input type="text"/>
2nd School Choice:	<input type="text"/>
Student Currently Has An IEP?*	<input type="text"/>
Student Currently Has A 504 Plan?*	<input type="text"/>
Siblings?*	<input type="text"/>

Step 7. Click “Save” (An instant message will appear on your screen as soon as it is saved. An email confirmation will be sent to your email within the hour of submitting your request)

Application Fields

Transfer Type:*	<input type="text"/>
Student Grade Next Year:*	<input type="text" value="5 - Fifth Grade"/>
1st School Choice:*	<input type="text"/>
2nd School Choice:	<input type="text"/>
Student Currently Has An IEP?*	<input type="text"/>
Student Currently Has A 504 Plan?*	<input type="text"/>
Siblings?*	<input type="text"/>
Sibling Names:	<input type="text"/>

* Required Fields