



Upland Unified School District Transfer Policy

Upland Unified School District accepts requests for transfer into the district on an ongoing basis.

[List of Reasons/Required Documentation](#)

For requests to transfer to UUSD:

1. Obtain an Interdistrict Attendance application (release form) from your district of residence. The form must be dated and signed by parent/guardian, and necessary documentation must be submitted.
2. Complete the online form, which is located on our “Child Welfare and Attendance” page.
3. While requests for a particular school will be taken into consideration, students will be placed based on space availability. The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary (UUSD AR 5117).

For requests for *release from* UUSD:

1. UUSD Interdistrict Attendance application (release form) must be completed, and **supporting documentation included** (see below for a list of reasons and documentation).
2. Requests for release from UUSD may be first referred for approval to the administrator of the school of residence. A meeting with the administrator may be required before issuing a release.
3. Final approval/denial will be made by the CWA Director after reviewing for alignment with the reasons included in UUSD Administrative Regulations 5117.

Following review, we will notify parent/guardian of the final decision:

- **Within 30 calendar days for a *current year request*.**
- **As soon as possible, but no later than 14 calendar days after the beginning of instruction in the school year for which the interdistrict transfer is sought (*future year requests*).**
 - A “current year request” is a request received *starting* 15 days before school begins for the school year.
 - A “future year request” is a request received *up until* 15 days before school begins for the school year.

In the event your request is denied you will be emailed a letter detailing the reason for the denial and information about the appeal process. Within 30 days of a request for a Permit for the current year, and no later than 14 calendar days after the beginning of the school year for a future year request, the Superintendent or designee shall notify the parent/guardian of a student who is denied interdistrict attendance regarding their right to appeal to the [County Board of Education](#) within 30 days of the final denial as specified in Education Code 46601.

Appeal Process:

1. If a request is initially denied, you may schedule an appointment within 30 days of the denial with the CWA Director by dialing 909-985-1864, or by emailing transfers@upland.k12.ca.us. You may appeal the denial in person or by phone.



2. If the request is denied on your appeal by the CWA Director, you may appeal to the Assistant Superintendent of Elementary or Secondary by scheduling an appeal within 30 days of the denial. You may call 909-985-1864 to schedule an appeal meeting with the Assistant Superintendent.
3. If the transfer is denied by the Assistant Superintendent, you may file an appeal with the [County of San Bernardino](#) within 30 days of the *final* denial.

False or misleading information may be cause for denial or revocation of a Permit. Approval is subject to space availability in the District. A permit may be revoked for cause at any time. **Cause for revocation include failure to adhere to the code of student conduct and/or unsatisfactory attendance.** Failure to adhere to the above terms/conditions may result in revocation of a Permit (Education Code section 46600).

The reasons for granting permits are described in UUSD Administrative Regulations 5117. They are listed below, along with the required documentation. If you are requesting a release from UUSD, please provide the necessary documentation.

Priority for interdistrict attendance shall be given to a student who has been determined by staff of either the district of residence or district of proposed enrollment to be a victim of an act of bullying, as defined in Education Code [48900](#)(r), committed by a student of the district of residence. (Education Code [46600](#))

In addition, the Superintendent or designee **may** approve an interdistrict attendance permit for a student for any of the following reasons:

1. To meet the child care needs of the student, only as long as the student's child care provider remains within district boundaries
Documentation: Documentation of enrollment in a child care program within the boundaries of the requested district; if child care is provided by an individual, a notarized letter confirming that the named individual will be providing child care, and verification of residence of the named individual providing child care
2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel
Documentation: Documentation from medical provider
3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance
Documentation: Provide current official document from receiving school district verifying sibling's enrollment and includes name of parent/guardian
4. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school
Documentation: Verification of enrollment in the current district



5. To allow a high school senior to attend the same school attended as a junior, even if the student's family moved out of the district during the junior year
Documentation: Verification of enrollment in the current district
6. When the parent/guardian provides written evidence that the family will be moving into the requested district in the immediate future and would like the student to start the school year in the district
Documentation: rental agreement or escrow papers
7. When the student will be living out of the district for one year or less
8. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems that make it inadvisable for the student to attend the school of residence
Documentation: Provide documentation from SARB board and/or county agency
9. When there is valid interest in a particular educational program not offered in the district of residence
Documentation: Provide acceptance letter or class schedule, course description/school catalog, and/or other supporting documentation confirming enrollment or possible enrollment in the program.
10. To provide a change in school environment for reasons of personal and social adjustment.
Documentation: School of residence is in agreement and parent/guardian has proof of working with staff to resolve problems/concerns (meeting with site administrator required)

UUSD Board Policy 5117

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

Interdistrict Attendance Agreements and Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code [46600](#))

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed upon by both districts for reapplication and/or revocation of the student's permit. (Education Code [46600](#))

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Transportation



Upon parent/guardian request, the district shall provide transportation assistance to a student receiving an interdistrict transfer who is eligible for free and reduced-price meals and if the child of an active duty military parent/guardian or a victim of bullying, as defined in Education Code [46600](#). (Education Code [46600](#))

(cf. [3553](#) - Free and Reduced Price Meals)

In addition, upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for any interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.