

Employment-Related Transfer

Use a separate form for each child. Please type or print. See reverse for parent rights.

Part A: Parent/Guardian completes this section and returns all copies to school district of parent/guardian employment.

Student's Name: _____ Date of Birth: _____
School District of Residence: _____ County: _____
School Presently Attending or Last Attended: _____ Grade: _____
School District of Parent/Guardian Employment: _____ County: _____
School Requested: _____ (District retains the right to assign student to any school.)

Name of Parent/Guardian: _____ Home Phone: _____
Address : _____ Work Phone: _____
Employer Name: _____
Address: _____
Supervisor's Name: _____ Phone: _____

PLEASE ATTACH VERIFICATION OF EMPLOYMENT. The most common means of verification is a letter from your employer or a paycheck stub. Contact your district of employment for specific employment verification requirements.

I declare, under penalty of perjury under the laws of California, that the information provided above is true and accurate. I understand that this information may be verified and that inaccurate or false information may subject my request to denial or revocation. I further understand that my employment is subject to periodic verification.

(Signature of parent/guardian)

(date)

Part B: School district of parent/guardian employment completes and forwards all copies to school district of residence.

Action of **District of Employment**: _____ Date received: _____

Approved Employment verified on: (Date) _____ By: (Name) _____
Denied Reason for denial:
☐ Negative impact on desegregation plan
☐ Educational cost would exceed state reimbursement
☐ Other: _____

(Signature and title of authorized representative) Date: _____

Part C: School district of residence completes and distributes copies as indicated below.

Action of **District of Residence**: _____ Date received: _____

Approved
Denied Reason for denial:
☐ Negative impact on desegregation plan
☐ Transfer exceeds limits allowed by law

(Signature and title of authorized representative) Date: _____

PARENT RIGHTS, TERMS AND CONDITIONS OF ATTENDANCE

PARENT/LEGAL GUARDIAN HAVE THE RIGHT TO:

- If a district elects to accept employment-related transfers, a parent or legal guardian may request that their child attend the school district in which the parent/guardian is physically employed.
- Request an interdistrict attendance agreement from your district of residence.
- Receive a written copy of local school board policy relating to interdistrict attendance agreement requests from both the district of residence and the district you desire to attend.
- Receive a written copy of the Districts' Attendance Agreement, if any, which stipulates the terms and conditions under which the interdistrict attendance shall be permitted or denied.
- Discuss your situation with your local district superintendent or appointed designee.
- Appeal an adverse decision to the school board denying the permit request, pursuant to that school board's policies, and receive written notice of local board action within a period of time specified by the board policy.
- After receiving notification from the district denying the request the parent/guardian may file an appeal to the Board of Education in the students' district of residence within 30 calendar days of the receipt of the official notice of the denial of interdistrict transfer permit.

The interdistrict transfer permit is valid **only** until the end of the school year, at which time a student/parent **must** reapply for the new school year. All students on an interdistrict transfer permit at the end of each school year will be unenrolled.

Transportation shall not be provided for pupils attending on an interdistrict attendance permit.

You are encouraged to review the governing board policy for further information and any additional rights.

The receiving district can prohibit the transfer if the additional cost of educating the student exceeds the amount of additional state aid received as a result of the transfer.

TERMS AND CONDITIONS:

Interdistrict permits may be revoked for any of the following reasons.

1. A student does not benefit from instruction and/or disrupts the learning environment. This may include excessive absences, tardiness, poor grades (i.e., all grades of "C" or better) or disciplinary incidents.
2. Violation of school or district rules and/or procedures.
3. The conditions of eligibility under which the permit was originally granted do not remain in effect.
4. A parent/guardian has made false statements or misrepresentations in applying for or maintaining the permit.
5. If a student is in a specialized program, the student must maintain necessary requirements of the program or the student may need to return to the student's district of residence.

I have read and understand these conditions. I agree as evidenced by my signature to abide by these conditions and understand that violation of these conditions may terminate my interdistrict transfer permit.

By signing this agreement, I understand and agree that the School requested may, as part of the determination, contact the District of Residence to obtain the following: grades, attendance and behavior reports.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____