



Interdistrict Attendance (IDA) Timeline and Procedure

Manteca Unified School District (MUSD) allows a limited number of **students who live outside the MUSD boundary** to apply for an Interdistrict Attendance (IDA) transfer **to attend a school within MUSD**.

The process below is for all IDA transfer requests to have a student possibly attend or continue in a school within Manteca Unified School District.

1. The parent/guardian must apply for an IDA through their district of residence. Contact the student's district of residence for information on their IDA process and timeline.
2. The parent/guardian must submit the following documents to the district of residence:
 - a) **IDA form(s) from your district of residence**
 - b) **Student's current attendance report (if applying for the current year, prior year is required)**
 - c) **Student's current school year discipline report (if applying for the current year, prior year is required)**
 - d) **Student's current report card/transcript and/or progress grades (if applying for the current year, prior year is required)**
3. If the IDA is approved by MUSD, the Student Services Department will mail a copy of the approved IDA to the parent/guardian along with a copy of the IDA Transfer Contract (IDA form 3). **The parent/guardian must review, sign, and return the IDA contract Form 3. An envelope will be provided to mail the form to Student Services.**

Approval and revocation may be contingent upon school/grade/program capacity and/or the student meeting certain standards of attendance, behavior, and scholarship. **95% attendance, 2.0 or better and on track to graduate, no behavior concerns.**

IDA agreements are approved on a space-available basis. No student currently residing within a school's attendance area shall be displaced by an incoming IDA student, therefore an alternate school site may be assigned. Interdistrict transfers may not be guaranteed for all siblings.

The IDA transfer does not guarantee athletic eligibility at the placement school. All student transfers are subject to California Interscholastic Federation (CIF) bylaws (206, 207).

Districts do not provide transportation under an Interdistrict Attendance Transfer Agreement.

The parents will be responsible to contact the placement school to receive registration information. Notify the school and Student Services if the student will not attend MUSD.

All IDA's in grades K-10 are approved for the duration of one school year and must be renewed yearly. IDA's that are approved for students entering 11th grade will be approved for both the 11th and 12th grade years and renewal will not be necessary.

Disapproval by either district may be appealed to the San Joaquin County Office of Education within 30 days of the denial. See www.sjcoe.org or their Interdistrict Attendance Appeal Handbook or call the San Joaquin County Office of Education at (209) 468-4800.

If you have any questions regarding the IDA process, please contact the Student Services office at (209) 858-0856, or email studentservices@musd.net.

IDA's for the 2025/2026 school year will be processed as follows:
May for high school applications and June for elementary applications.
IDA's will continue to be processed until the approval quota is filled.