Merced City School District

InterDistrict Transfer Guidelines

The Merced City School District (MCSD) offers an **InterDistrict Transfer** option to meet the educational needs of student and families. MCSD believes that most student needs can be met by their school of residence. All **InterDistrict Transfers** are handled by the Pupil Services Department under the supervision of the Director of Pupil Services. The Merced City School District's **InterDistrict Transfer** policy conforms with the requirements of the California Education Code.

Information

- **InterDistrict Transfers** are requests from families who;
  - ✓ live within MCSD school boundaries and want their child to attend a school in another school district
  - ✓ live in another school district's boundaries and wish their child to attend school within the MCSD's boundaries.
- Reasons for requesting an **InterDistrict Transfer** can include parent employment, specialized programs, continuing enrollment, siblings, childcare, safety, or family military service.
- The Merced City School District must consider integration, space, enrollment size, school residency, and cost factors prior to granting an **InterDistrict Transfer** to any student, including those with disabilities.
- Once an **InterDistrict Transfer** is approved, the pupil can remain at that school without having to reapply for a new permit. If the parent or guardian wishes the student to attend another school within MCSD, they must submit a new **InterDistrict Transfer** application.
- All **InterDistrict Transfers** are reviewed by MCSD throughout the school year for compliance.
- Parents are expected to assure that the student is on time to school and for the full day, maintains appropriate behavior as outlined by the school, MCSD, and the California Education Code, and continues to make academic progress.
- **Responsibility for transporting the student to and from school resides with the parent or guardian.**

Process

- **InterDistrict Transfer** applications are accepted/processed on an ongoing basis.
- **InterDistrict Transfer** applications can be found on line at www.mcsd.k12.ca.us or from the Pupil Services Office.
- **InterDistrict Transfer** applications to attend another school district must start at the Pupil Service's Office.
- **InterDistrict Transfer** requests to attend a school within the Merced City School District must start with an application signed by the parent/guardian's district of residence. Contact your district of residence for an application.
- All **InterDistrict Transfer** applications must be accepted/processed at the Pupil Services Office -**601 Mercy Ave (Corner of Mercy Avenue and Dominican Drive).**

Incomplete Applications

- Incomplete **InterDistrict Transfer** applications **will not** be processed.
- If you have not been notified about an **InterDistrict Transfer** application within 15 calendar days, please contact the Pupil Services Department at (209) 385-6647.
- Failure to submit a completed application will be considered an abandonment of the request after 30 calendar days and the application will not be processed.

Application Decision

- **InterDistrict Transfer** applications will be reviewed and the family notified of the decision to accept or deny an application within 30 calendar days. For future year requests, the family will be notified within 14 calendar days.
- Decisions to accept or deny an **InterDistrict Transfer** application are based on several factors to include available space in requested schools or programs, specialized needs of the student, and an evaluation of the student's attendance, behavior, and academic progress.

- The **InterDistrict Transfer** decision notification will be made by telephone and a formal written notification will be mailed to the parent or guardian.
- The Director of Pupil Services in consultation with school site administration, as appropriate, makes the final determination of the **InterDistrict Transfer** application.
- An **InterDistrict Transfer** application may be accepted, renewed, or reviewed and the student placed on a probationary status due to the following:

✓ Unsatisfactory attendance
✓ Unsatisfactory behavior
✓ Lack of academic progress.

- The granting of probationary status is not guaranteed and is the sole discretion of the Director of Pupil Services. If the student's attendance, behavior, or academic progress do not improve within a stated time, **the InterDistrict Transfer** may be denied, canceled, revoked, or not renewed.
- If the US mail is not returned to the Pupil Services Office, the Merced City School District will consider any notification to have been delivered.

Appeals Information

- If the **InterDistrict Transfer** is denied by the Director of Pupil Services, the parent has the right to appeal the decision to the Assistant Superintendent of Personnel within 5 calendar days.
- If the **InterDistrict Transfer** denial is upheld by the Assistant Superintendent of Personnel, the parent can appeal the decision in writing to the Merced County Office of Education within 30 calendar days.

Transfer Cancellations

- **InterDistrict Transfers may be canceled, revoked, or denied renewal for the following reasons:**
  - ✓ Falsified information or documentation
  - ✓ Unsatisfactory attendance, academic performance, or behavior
  - ✓ Student consistently dropped off or picked up beyond regular school hours to include before and after school programs.
  - ✓ District or school available space