



School of Choice (Intradistrict Transfer) and Administrative Transfer Frequently Asked Questions (FAQs)

References: California Education Code 35160.5; Board Policy 5116.1; MCSD School of Choice Guidelines

School of Choice/Intradistrict Transfers

- ***Is the term school of choice and intradistrict transfer interchangeable?***

- Yes. The terms school of choice and intradistrict transfer both indicate transfer requests for schools within the district of residency.

- ***How and when do you apply for a school of choice/intradistrict transfer?***

- Applications are available at the Pupil Services Department Office (601 Mercy Avenue, Merced, CA 95340). Applications must be submitted in person. Applications must be complete; incomplete applications will not be processed.

The application window for the school of choice/intradistrict transfers opens the second week of January and closes the first Friday of May. Parents must submit applications between these dates.

- ***Is the application timestamped and the submission time and date a factor in determining who is granted a school of choice/intradistrict transfer?***

- The date an application is noted, but when and at what time applications are received is not a determining factor in granting the school of choice/institutional transfers.

- ***If submission of the application on a specific date and time does not determine who is granted a school of choice/intradistrict transfer, then what does?***

- School of choice/intradistrict transfers are determined by a **random/lottery system** for available spots per grade level. Available spots at each school are



determined during the third week of the school year to allow for accurate enrollment numbers.

- ***Does submitting a school of choice/intradistrict transfer application and being denied in consecutive years improve the chances of approval in subsequent years?***

- No. The process must be random/lottery each year, irrespective of the amount of applications submitted in the previous year.

- ***When should I expect to receive notice of a school of choice/intradistrict transfer approval or denial? Do I send my child to his or her school of residency in the meantime?***

- Notice of approval or denials of the school of choice/intradistrict transfers takes place between the third week of the school year and October 1st by phone. Parents should assume that no school of choice/intradistrict transfers will be approved after the October 1st date.

Students must attend their school of residency while awaiting notification.

- ***Why are parents notified so late into the school year? Should I send my child to the requested school's orientations or round ups in the meantime?***

- Parents are not notified of the school of choice/interdistrict transfer requests until the third week of school due to:
 - The fluidity of beginning-of-the-year enrollment
 - Availability of accurate enrollment information

- Students must attend their school of residency's orientation or round ups.

- ***Are school of choice/intradistrict transfer applications submitted per student or per family? Will siblings be considered if one of the student's in a family is granted a school of choice/intradistrict transfer?***

- An application must be submitted for each student.

The Pupil Services Department will consider approving the school of choice/intradistrict transfer applications of other household/family members, but



cannot guarantee approval. Considerations include the availability of spots by grade level at the school and number of requests for available spots.

- ***I would like my child considered for the Dual Language Immersion (DLI) program or the Montessori program. Do I submit a school of choice/intradistrict transfer application?***

- Yes. Parents that are interested in the DLI or the Montessori program must submit a school of choice/intradistrict transfer application.

NOTE: Notification of school of choice/intradistrict transfer applications for these programs will take place in May.

- ***My child receives Special Education services. Does the school of choice/intradistrict transfer take this into account?***

- School of choice/intradistrict transfer applications for students receiving services through an Individualized Education Plan (IEP) will be reviewed and a decision made by the Special Education Department.

- ***I am a MCSD employee. Do I have to submit a school of choice/intradistrict transfer application?***

- Yes. Please note the following per Education Code and Board Policy:
 - A school of choice/intradistrict transfer application for the employee's child to attend his or her primary place of employment/school site receives **priority** and is granted if there is available space by grade level.
 - A school of choice/intradistrict transfer application for the employee's child to attend a school site that is not his or her primary place of employment/school site does not receive priority and is subject to the standard school of choice/intradistrict transfer process.

- ***Will school of choice/intradistrict transfer applications be taken after the first Friday of May?***

- No.



- ***Is transportation provided for students granted a school of choice/intradistrict transfer?***
 - No, the parent/guardian is responsible for transporting the student to and from school.
- ***Is there an appeal process for school of choice/intradistrict transfers that are not granted?***
 - No.

ADMINISTRATIVE TRANSFERS

- ***What are administrative transfers?***
 - Administrative transfers are strategic transfers that are agreed upon by the school site administration. Both the school site administration that is transferring the student and the school site administration that is receiving the student have active discussion regarding the rationale for the transfer. The receiving school site administrator must consent to the transfer.
- ***Who determines the need for an administrative transfer?***
 - The school site administration determines the need for an administrative transfer.
- ***Who approves or denies administrative transfers?***
 - The Director of Pupil Services approves or denies administrative transfers.
- ***What are the reasons for administrative transfers?***
 - An administrative transfer is for the best interest of the student involved. Reasons for transfers include:
 - Health issues with a student
 - Safety issue with a student
 - Legal issue with a student



■ Transfers between Site Day Classes

- ***Will students that are on an Individualized Education Plan or a 504 Plan that are administratively transferred continue to receive services?***
 - Yes, services for students on an IEP or a 504 plan continue without interruption.
- ***Is there a window for site administrators to consider an administrative transfer?***
 - No.
- ***Can administrative transfers be used in place of a school of choice/intradistrict transfer application?***
 - No. Parents/guardians, to include MCSD employees, that would like their child to attend a different school within the district must fill out and submit a school of choice/intradistrict transfer application.
- ***Is there an appeal process for administrative transfers?***
 - No.