

STUDENTS

Intradistrict Transfers During the Year

The Superintendent or designee is authorized to sign an Intradistrict Attendance Permit and to implement this policy in compliance with the following regulations.

Applications for an intradistrict transfer will be available at the Office of Student Services for parents or guardians who wish to request a transfer for their child(ren) to a school other than the school of residence.

1. All intradistrict transfers will be issued pursuant to provisions of the California Education Code.
2. Intradistrict Transfer Applications shall be submitted in writing and signed by the parent or guardian.
3. Approval for all Intradistrict Transfer Applications are subject to space availability at the receiving school. A student who is not a resident in the attendance area of the receiving school shall not attend said school at the expense of a student who currently resides within that school's attendance area.
4. A student shall be deemed a current resident of the attendance area of a school for one school year when the intradistrict transfer is approved by Student Services. Transfers must be renewed yearly.
5. Intradistrict transfers are deemed justifiable when the request is based upon:
 - a. Provision for childcare during non-school hours (K-6).
 - b. Previous attendance.
 - c. Moving to the District, when verified by third party documentation; mortgage or escrow papers, or verified rental agreement.
 - d. Family continuity.
 - e. Other reasons pertaining to unique student or family welfare, or curriculum needs.
6. During special circumstances, including excessive "overflow" enrollment at a school site, the Director of Student Services or designee in consultation with principals, parents/guardians and students, may initiate a transfer/ administrative placement to other district schools. Such administrative placements will follow the following procedure:
 - a. When a school is at capacity and cannot enroll a student of residence, the site administrator or designee must contact the Student Services office, and provide all pertinent enrollment information, including siblings, if any.
 - b. Student Services will contact Transportation to ensure busing of the student(s) to the designated overflow school of attendance.

- c. After transportation to the overflow site has been confirmed by Student Services, the office will notify the parents/guardians to report to the school of attendance for enrollment.
 - d. If parents/guardians of overflow students wish to keep siblings together, the district will process an administrative transfer for all siblings, even if there is room for one or more of them at the school of residence.
 - e. Students who are placed through an administrative transfer at any time during the first semester must remain at the school of attendance until the end of the semester. During the winter break, Student Services will consult with the schools of residence for all overflow students, to determine if space has become available at their school. If there are spaces available, students will be returned to their school of residence for the beginning of the spring semester. If there are not enough spaces for all students from a given school, overflow students will be returned in the order of the initial administrative placement date, with the earliest returning first,
 - f. Any overflow students who could not return to their school, and any additional overflow students placed during the spring semester, must remain at the school of attendance until the end of the school year. These students will return to their school of residence for the next school year.
 - g. Any students wishing to stay at the school of attendance, may apply for an intra district transfer for the following next year, by the designated dates.
7. Intradistrict transfers shall be denied, when approval would:
- a. Impaction – Displace a student who is a resident of the District, or a student who is currently attending the requested school.
 - b. Upset the racial or ethnic balance for either of the concerned schools.
 - c. Require the addition of a special program, service, or class.
 - d. Result in a foreseeable student safety concern.
8. Intradistrict approval does not automatically impart athletic eligibility. The District Athletic Eligibility Board determines athletic eligibility.
9. Any appeals regarding the denial of an Intradistrict Transfer Application must be submitted to Student Services for final determination.
10. A change of residence by a student, other than the moving of the parents or legal guardian, requires a legal transfer of custody by a court order, or public agency placement to constitute a change of residence.
11. Where a transfer is requested due to a change of residence out of the requested school's attendance area, the student may be permitted to remain in the requested school for the balance of the year in which the change of residence occurs. Requests for the student to continue are subject to annual review.

12. All transfers are subject to the student maintaining proper attendance, discipline, and academic achievement and are subject to revocation at any time conditions may warrant, as determined by Student Services.
13. Revocation – All Student Transfers may be revoked for any of the following conditions:
 - a. Academic Achievement - Transfer students are expected to maintain a 2.0 GPA, or higher
 - b. Attendance – Transfer students are expected to maintain a 98% attendance rate.
 - c. Behavior – Transfer students are expected to follow all school rules with no serious Education Code 48900 violations.
 - d. Impaction – Displace a student who is a resident of that school.
 - e. Revocation transfers may not be appealed by the parents/guardians.
 - f. Revocation procedures must be implemented as stipulated in AR 5117.1.

Regulation Approved: 4/08