IMPORTANT: Please read page 1 and 2 of this document before completing the application on page 3.

Authority for Transfers
In accordance with sections 46600 to 46610 inclusive and 48204, of the California Education Code, the school districts of San Diego County may establish interdistrict agreements to provide for an exchange of pupils and allow pupils to enroll in school districts other than which they reside.

a. Approving the enrollment of pupils who reside outside a school district's boundaries is not mandatory.
b. Approval of your application for an interdistrict attendance permit does not guarantee placement at a school you request. The district may approve your request for transfer and offer a placement at any school in the district with space for the student.
c. Providing false information on this application or during the enrollment process is cause for immediate denial of your application or revocation of your Interdistrict Attendance Permit.

Steps in the Interdistrict Attendance Permit Application Process
Step 1: Complete all sections of the *Application for Interdistrict Attendance Permit (Form 341)*. Incomplete applications will be returned to the parent. Requests for transfer will be considered if there is sufficient room in the district in the student's grade level and required educational program. To assure the school districts involved in the transfer have the information they need to make this determination, you must submit a copy of your child's last special education Individual Education Plan (IEP) if your child received special education services in the last 12-month period.

The reasons for transfer described on this application may be considered by the school districts involved in accordance with the policies of their governing boards. School districts may also require that you submit supporting documents with your application for items denoted below with an asterisk. Examples of reasons for transfers include:

a. **Renewal of Permit:** The student's current interdistrict attendance permit is about to expire or become invalid because the student is completing the highest-grade level in their school or is moving into a new district of residence.
b. **Moving Out of the District:** The student is moving out of the desired school district and requests to remain enrolled.
c. ***Temporary Move:** The parent/guardian must provide evidence the student will be living out of the district for one year or less.
d. **Graduating Class:** The student requests to remain with a class graduating that year from an elementary, middle, or high school.
e. ***Sibling in Desired District:** The transfer is requested because the student has a sibling attending school in the district of proposed enrollment.
f. **Temporary Permit:** The student has moved out of the district and wishes to complete the current school year in the district.
g. ***Moving into District Soon:** The parent/guardian must provide written evidence that the family will be moving into the district of proposed enrollment in the immediate future and would like the student to start the school year in the district.
h. ***Victim of Bullying:** The parent/guardian must provide written evidence the student has been determined by staff of either the district of residence or desired district to be a victim of an act of bullying as defined in Education Code 48900(r), committed by a student of the district of residence. (See Education Code section 46600(d)(2).)
i. ***Childcare:** The parent/guardian must provide written evidence the transfer is needed to meet the childcare needs of the student. If approved, the student may be allowed to continue to attend district schools only as long as he/she continues to use a child care provider within district boundaries.
j. ***Health & Well-Being:** The parent/guardian must provide written evidence the transfer is required to meet the student's special mental or physical health needs as certified by a licensed physician or psychotherapist, school psychologist, or other appropriate school personnel.

k. ***Social Service Recommendation:** The parent/guardian must provide written evidence the transfer is recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.
l. **Specialized Program:** The student requests enrollment in a specific educational program not offered in the district of residence. If approved, the student may be required to remain in requested program in order to remain enrolled in the desired district.
m. **Personal & Social Adjustment:** To provide a change in school environment for reasons of personal and social adjustment.
n. ***Employed within Boundaries of Desired District:** The parent/guardian must provide written evidence the parent's/guardian's place of employment is within the boundaries of the district of desired attendance. *NOTE: An interdistrict attendance permit issued for this reason does NOT constitute recognition of a claim of residency as described by California Education Code section 48204(b).*

Step 2: Submit the application to the district in which you live in accordance with that district's policies and procedures governing interdistrict transfers.

Step 3: If approved by your district of residence, you must then submit your application to the district of desired attendance.

Timeframe for District Response

a. The districts involved will notify the parent / guardian by mail of their decision within timeframes specified herein.
b. Education Code 46600.1 and 46600.2 provide the following timeframes for notification:
   - For requests for transfer in the current year, districts are required to respond within 30 days of receiving the request. The current year begins 15 calendar days before the first day of school.
   - For requests for transfer for the next school year, districts are required to respond as soon as possible but not later than 14-calendar days after the start of school.
c. While your application is pending, **the pupil must attend school** in the district of residence, a charter school, a private school, or other option complying with California compulsory education requirements.

Approvals

a. A permit for interdistrict attendance is valid only while conditions stated on the permit are maintained. A permit may be revoked by the granting district if the student fails to maintain satisfactory attendance, behavior, scholarship. Permits may also be issued to allow transfer for a limited period of time.
b. Should the student's residence change from one district to another, you will need to apply to your new district of residence to remain in the district of desired attendance.
c. Upon approval of this permit, transportation is the responsibility of the parent.
d. Transfers for grades 9 – 12 may can result in student being ineligible to play CIF sports for a period of time. Eligibility determinations are subject to the rules of the San Diego Section of the California Interscholastic Federation (CIF-SDS) and its member conferences and leagues. If you should have any questions regarding eligibility, the phone number for CIF-SDS is 619-292-8165.

Appeal of Denials

The person having legal custody of the student may appeal, within 30 calendar days of a school district's failure or refusal to issue a permit, to the county board of education having jurisdiction over the district that denies the request.

- Failure to appeal within the required time is good cause for denial of an appeal.
- Failure of the parent to meet any timelines established by the school district shall be deemed an abandonment of the request for transfer and shall not be eligible for appeal to the County Board of Education.

An appeal shall be accepted only upon verification by the county board's designee that all appeals within the districts have been exhausted. Contact the school district issuing the denial for information on the school district's appeal process. For information on appeals to the San Diego County Board of Education, please email Interdistrict.Transfer.Appeals@sdcoe.net.

You may keep pages 1 and 2 for your records.

Click to Reset Form

Application for Interdistrict Attendance Permit (Form 341) Revised 02/23/2022 **School Districts of San Diego County**

Please review the information on page 1 & 2 before completing this form. You must complete a separate application for each child you wish to transfer.

Student Name:	Last	First	Middle
Date of Birth:	Month / Day / Year	Transfer for School Year:	Transfer for Grade:
School District of Residence:		Most Recent School Attended	

Yes	No	**This section MUST be completed, or the application will be returned to the parent/guardian.**
		Is the student currently under an expulsion order or going through an expulsion process?
		Has the student ever received special education (IEP) services? If yes, you must include a copy of the last IEP.
		Is the student currently receiving special education (IEP) services? If yes, you must include a copy of the most recent IEP.

IMPORTANT NOTE: Approval of this application does not guarantee placement at a school you request. Placement may be made at any district school with space.

Desired District:		Preferred Schools:	1.
			2.

Please review page 1 for descriptions of each of the following items and check off all that apply. Supporting documents may be requested for items denoted with an *.

	a) Renewal of Permit		f) Temporary Permit		j) *Health & Well-Being		n) *Employed within Boundaries of Desired District
	b) Moving Out of the District		g) *Moving into District Soon		k) *Social Services Rec.		
	c) *Temporary Move		h) *Victim of Bullying		l) Specialized Program		o) Other reason, describe below
	d) Graduating Class		i) *Childcare		m) Personal & Social Adjustment		
	e) *Sibling Attending in Desired District	Sibling's Name:			Sibling's School:		

Please tell us more about your reasons for transfer in the following box. You may attach additional pages if needed:

Parent / Guardian	Last	First	Primary Phone:	
Home Address:			Primary E-mail:	
City & Zip Code:		Parent / Guardian #2:	Last	First

DECLARATIONS

1. I have read and understand the information presented on page 1 and 2.
2. I understand that if a transfer permit is approved, the permit may be revoked if the student fails to comply with transfer conditions (e.g. satisfactory attendance, behavior, scholarship) at any time based on individual district policies. Individual district policies on Interdistrict Attendance apply to each permit, and I have read and understand those.
3. I have read and understand the appeal rights described on page 2 of this form in the "Appeal of Denials" section.
4. I understand providing false or misleading information during the transfer application or enrollment process is sufficient reason for denial or revocation of the transfer permit. I declare under penalty of perjury that the information I have provided as a part of this application is true and accurate.
5. I give my permission for the district of residence, the district of desired attendance and the San Diego County Office of Education, to receive copies of any student records necessary to evaluate my request for an interdistrict attendance permit, and for use in all appeals related to this request.

Signature of Parent or Legal Guardian:		Date:	

FOR SCHOOL DISTRICT USE ONLY

District of Residence

Date Received:		**Response Due:**	
	Deny permit		**Concur w/ receiving district**
Signature		Date	
Title			
Reason for Denial:		An interdistrict attendance agreement is not in place with the desired district.	
		Board policy restricts transfer out of the school district.	
Comments:			

District of Desired Attendance

Date Received:		**Response Due:**	
	Deny permit		**Approve with placement at:** (School)
Signature			
Title		Date	
Reason for Denial:		Insufficient room in the district in the needed grade level or program.	
		The reasons given do not qualify for transfer under district Board Policy.	
Terms or conditions:			
Date Permit Revoked:		**By:**	