CYPRESS SCHOOL DISTRICT
5816 Corporate Avenue, Suite 100
Cypress, CA 90630
(714) 220-6900

EFFECTIVE SCHOOL YEAR 20___ / 20___

INTRADISTRICT TRANSFER AGREEMENT

	STUDENT(S) LAST NAME	FIRST NAME	DATE OF BIRTH	SEX	GRADE FOR 20 ___ / ___
1				☐ Male ☐ Female	
2				☐ Male ☐ Female	
3				☐ Male ☐ Female	

EMAIL ADDRESS	STREET ADDRESS	CITY	ZIP

PARENT/LEGAL GUARDIAN LAST NAME	FIRST NAME	DAYTIME CONTACT NUMBER

	CSD HOME SCHOOL	REASON(S) FOR TRANSFER REQUEST
		☐ New to District
1	REQUESTED CSD SCHOOL(S)	☐ Sibling currently enrolled at CSD - Name:_____ School: _____ Grade:_____
		☐ Moved within CSD but want to remain at current school
2		☐ Other reason for requesting transfer:
3		

I have read the terms and conditions and understand the regulations and policies governing intradistrict attendance permits and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation DOES NOT guarantee that the request will be approved.

TERMS AND CONDITIONS

- After all students within each school's attendance area have been placed, remaining placement requests will be honored according to the following list until a given school has reached its enrollment capacity.
  - Students who are siblings of any student currently in attendance at a school.
  - Students whose residence is not within the school's attendance area but whose parent/guardian requests an intradistrict transfer.
  - Students who move into the district after the open enrollment period may apply for a position in a school outside their specified attendance boundaries, but will be accepted on a space-available basis.
- Transportation must be furnished by the parent/guardian.
- Annual renewal is not required.
- Students approved for intradistrict placement shall abide by all school rules and procedures. Students may be transferred back to their home school of residence or district after reasonable interventions for any of the following reasons:
  - Unsatisfactory attendance (based on school discipline plan).
  - Continual tardiness.
  - Failure of the parent to make adequate transportation arrangements.
  - Unsatisfactory behavior or citizenship.

_____ _____

Parent/Legal Guardian Signature Date

DECISION: ☐ Approved ☐ Denied	**SCHOOL ASSIGNMENT:**
Date: _____ By: Tracy Mouren-Laurens, Executive Director, HR/Induction Signature: _____	COMMENTS: