



**Request for Interdistrict Attendance Permit and Agreement**

Saratoga Union School District  
20460 Forrest Hills Drive, Saratoga, CA 95070 • (408) 867-3424

District of Residence: Saratoga Union School District

New Request  Renewal

District Requested: \_\_\_\_\_

School Year for which transfer requested: 20\_\_ - 20\_\_

**Student Information**

Student Name: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  M  F  Other \_\_\_\_\_  
(mm/dd/yyyy)

School Desired: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Grade Requested: \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Address: \_\_\_\_\_  
(if different)

Phone: \_\_\_\_\_  home  work  mobile Phone: \_\_\_\_\_  home  work  mobile

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Special Education Services or 504 Plan?:  Yes  No Check all that apply:  504  IEP  Speech  RSP  SDC

Other: \_\_\_\_\_

**Reason for the Request**

**Check ONE that applies.** Attach required support documentation if necessary. Transportation will NOT be provided by Saratoga Union School District.

- Family moved into/out of Saratoga Union School District during the second half of the school year
- Family has completed plans for moving into or out of the District prior to the opening of the school year
- Continuation of fifth grade or eighth grade after continuous enrollment in current district
- Parent works full time within requested District's boundaries. Specify employer: \_\_\_\_\_
- Special circumstances (special mental, physical, and/or social-emotional needs of the student as certified by a physician, licensed psychologist/family therapist)
- Upon recommendation of School Attendance Review Board, county child welfare, probation, or social service agency staff

In making this request, I understand the following conditions: 1) approval by both districts is required; 2) the district requested may investigate the student's attendance, behavior, and academic records before acting on the request; 3) The interdistrict attendance permit shall not exceed a term of five (5) years and shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied; 4) if the permit is granted, the student and parent/guardian will be expected to cooperate with school personnel; 5) if the permit is granted the parent/guardian will be responsible for the student's transportation to and from school; and 6) if the request is denied by the district, parent/guardian has the right to appeal to the Santa Clara County Board of Education. I hereby certify that the student and parent/guardian information provided above is accurate and that I understand and agree to the above stated conditions.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY		Approval/Denial of Affected School Districts	
Saratoga Union School District		District Of Desired Attendance	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Administrator Signature: _____ Date: _____		Administrator Signature: _____ Date: _____	
Notes or reason if denied: _____		Notes or reason if denied: _____	

## SARATOGA UNION SCHOOL DISTRICT INTERDISTRICT TRANSFER POLICY

Please review Administrative Regulation (AR) 5117 and Board Policy (BP) 5117 governing interdistrict transfers. The terms of BP 5117 and AR 5117 are incorporated into this application. SUSD Board Policies are posted at: [simbli.eboardsolutions.com/Index.aspx?S=36030439](http://simbli.eboardsolutions.com/Index.aspx?S=36030439).

**BP 5117 Interdistrict Attendance:** The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed upon by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

### CONDITIONS FOR TRANSFER

**The transfer is valid for the requested school year only. Application must be submitted yearly.**

Parent or legal guardian and student shall cooperate with any special conditions applicable to the transfer as defined by school administration.

Transportation will NOT be provided by Saratoga Union School District.

Special Education placement must be mutually agreed upon by both districts when Special Education Services are needed.

The use of false information to secure a transfer will invalidate the transfer request.

The superintendent/designee may cancel and terminate a student's interdistrict transfer agreement at any time for the following reasons

1. Falsification or misrepresentation of information
2. Enrollment fluctuation
3. Infraction of school rules
4. Unsatisfactory behavior of student and/or parent/guardian
5. Unsatisfactory attendance, including late arrivals and/or parent/guardian pick-up of student
6. Poor academic effort/achievement
7. Doctor's recommendations
8. Inappropriate guardianship documentation.
9. Overcrowding
10. Change in parental employment to outside boundaries of the Saratoga Union School District.

The Superintendent or designee may approve or deny interdistrict agreements for the following reasons:

1. The student's family moves into or out of the Saratoga Union School District during the second half of the school year and, after discussion with the parents, it is believed by this District that the best interests of the student would be served by the student remaining in the same school for the balance of the school year, and the parents can furnish acceptable proof of the move, such as rental agreement and deposit, escrow papers, proof of home construction completion.
2. The family has completed plans for moving into or out of the District prior to the opening of the school year and can furnish acceptable proof of the intended move, such as a rental agreement and deposit or escrow papers, proof of home construction completion.
3. To allow students who have been continuously enrolled in a school to complete the last year of elementary as a fifth grader, or middle school as an eighth grader.
4. The parent(s) or guardian(s) work full-time within the boundaries of the District requested for attendance. Transfer Requests based on parent employment are handled only as Interdistrict Transfers and not as Residency/Allen Bill Transfers. Verification of employment information and reapplication is required annually.
5. Special circumstance, when there are special mental, physical, and/or social-emotional needs of the student as certified by a physician, licensed psychologist/family therapist.
6. When 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.

### INTERDISTRICT APPEAL PROCESS

If the interdistrict request is denied by either district, an appeal may be made to the Santa Clara County Board of Education pursuant to Education Code Section 46601. Appeals to the County Board of Education must be filed within 30 calendar days after a student's request for interdistrict attendance has been denied. Appeals should be directed to:

InterdistrictTransferAppeals@sccoe.org  
<https://sccoe.to/ITA>