

## **Inter-district Attendance Agreements and Permits Process**

### **Board Policy 5117**

- District will accept applications as of January 1<sup>st</sup> of the year the student(s) will enroll/attend in the fall.
- District will approve or deny a request based on availability of space in the grade level and/or classroom and IF the District can accommodate the student's educational needs.
- Availability of space will be determined once the students that plan to return have been confirmed for grades 1-8. TK and Kindergarten availability will be determined after pre-registration has been completed in late April.
- Applicable timelines for processing requests:
  - For an inter-district transfer request received by the District with 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the District will make its final decision within 30 calendar days from the date the request was received.
  - For an inter-district transfer request received by the District more than 15 days before the commencement of instruction in the school year for which the transfer is sought, the District will make its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which the transfer is sought.
  - The failure of a parent/guardian to meet district timeliness shall be considered an abandonment of the request.
- Once a final decision is made by the governing board on the inter-district transfer request, parents/guardians will be notified within 5 (five) working days.
- To appeal the denial of a request, parents/guardians will be directed to the Madera County Superintendent of Schools for timelines and processes.
- An existing inter-district transfer permit may be revoked or rescinded if:
  - Student has poor attendance
  - Student exhibits poor conduct or citizenship
  - Student does not maintain grades that reflect abilities and does not demonstrate improvement.