INTERDISTRICT TRANSFER AGREEMENT
FOR SCHOOL DISTRICTS IN VENTURA COUNTY

EXHIBIT A

STEP 1: ***To be completed by parent/guardian*** (Please print)	☐ New Application	☐ Renewal
School Year: ☐ Current year ☐ Future year 2026-2027 School Year 20___ - 20__	Grade Requested	Date of Request
Student Name (Last, First) ↓	Birth Date	Gender ☐ Male ☐ Female
Current or Last School of Attendance	Current or Last District of Attendance	
School of Residence	District of Residence	
School Requested	District Requested	
Parent/Guardian Name	Contact Numbers: Home: _____	
Address	Work: _____ Cell: _____	
City/Zip	Email Address:	

Is the student currently pending disciplinary action or under an expulsion order? ☐ Yes ☐ No

What special services has the student received? *(Check all that apply and attach proof of enrollment in the special program.)*

☐ Gifted (GATE)	☐ Section 504	☐ Special Education	☐ English Language Learner

If the student is receiving Special Education services, what is their current placement? *(Please attach IEP.)*

☐ Special Day (SDC)	☐ Resource (RSP)	☐ Non-Public School (NPS)	☐ Pending Assessment

What is/are the reason(s) for the request? *(Check all that apply. See section on "Documentation Required" for a listing of proof/evidence required to support each reason checked.)*

☐ Child Care	☐ Parent Employment	☐ Sibling	☐ Health & Safety	☐ Specialized Program
☐ Continuing Enrollment	☐ Complete Final Year at Current School		☐ Proposed Change in Residence	☐ Other (Please specify in a letter)

I have read the terms and conditions and understand the regulations and policies governing interdistrict 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.

Parent/Guardian Signature: _____ Relationship to Student: _____

STEP 2: ***District of Residence***	**STEP 3:** ***Proposed District of Attendance***
Decision: ☐ Approved ☐ Denied Date: _____	Decision: ☐ Approved ☐ Denied Date: _____
Comments: _____	Comments: _____
_____	_____
Authorizing Signature: _____	Authorizing Signature: _____
Title: _____	Title: _____
District: _____	District: _____

IMPORTANT: If the interdistrict transfer request is approved by the district of residence (Step 2), the parent/guardian is responsible for submitting the approved agreement AND the actual release permit along with all documentation submitted in Step 2 to the proposed district of attendance (Step 3).

All applications must include a copy of the most current transcript and/or report card and the documentation requested to support each reason provided. Below is a chart of documentation that must be attached to the application at the time of submission. Additional documentation may be required. **Please note that incomplete applications will not be processed.** Requests will be considered based on local board policies and on individual merit.

Reason for Request	Documentation Required
Child Care	▪ Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis - Copy of a recent pay stub; and - Letter on the employer's stationery verifying schedule (hours and days) and location of employment; or - If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from the adult, center or organization providing child care - Name, address and contact information of the adult, center or organization - Child care license number and fees, if applicable - Hours of operation for the center or organization, or hours that the student is under care - Length of time student has been under care by the adult, center or organization ▪ Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary under child care reasons
Parent Employment	▪ Proof of employment of all parents/guardians working within the proposed district of attendance boundaries who are involved in the student's life on a day-to-day basis - Copy of a recent pay stub; and - Letter on the employer's stationery verifying schedule (hours and days) and location of employment; or - If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary under parent employment reasons
Sibling	▪ Name, grade and school where the sibling attends (sibling must already attend the proposed district of attendance) ▪ Copy of the sibling's last report card ▪ Copy of the sibling's release permit from the district of residence
Health & Safety	▪ Letter or report from a doctor, psychologist, or other appropriate person verifying health-related issues (if applicable) ▪ Police or school report supporting safety-related issues (if applicable) ▪ Letter from parent/guardian explaining the circumstance that an interdistrict permit is necessary under health and safety reasons
Specialized Program	▪ Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested ▪ Letter from parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is either unavailable or not comparable at the district of residence
Continuing Enrollment	▪ Copy of the student's last report card ▪ Letter from parent/guardian stating the enrollment history (grade and school/district) of the student since kindergarten **Please note**: Continuing enrollment applies to students who move during the summer or during the school year and wish to continue at the last school of enrollment. This reason for request can also apply to those districts that request that a student returns for a release permit when they are matriculating from one grade span and wish to continue on through the next grade span in the proposed district of attendance (such as from elementary to middle or from middle to high).
Final Year	▪ Copy of the student's last report card **Please note**: Final Year is the highest grade served by the school. This reason for request applies to students who move during the summer or during the school year and wish to continue at the last school of enrollment.
Change in Residence	▪ Copy of escrow documents; or ▪ Rental Agreement

TERMS AND CONDITIONS

- Applications for Interdistrict permits will only be accepted between January 7 and the last Friday in April of each school year. If you have recently moved or have extenuating circumstances, which may warrant a mid-year change, you may provide those details in an email request to Student Support.
- An interdistrict permit is granted or denied per the terms and conditions stated in board policy.
- Once an interdistrict permit has been granted, a student is not required to reapply unless an agreement between the governing boards of the district of residence and the district of enrollment states otherwise.
- A permit may be revoked at any time by the district of enrollment for the following reasons:
  - Student is excessively tardy or absent from school, or student is brought to school excessively early or picked up excessively late.
  - Student fails to uphold appropriate behavior standards.
  - Student fails to make appropriate academic efforts.
  - False or misleading information was provided on the Interdistrict Transfer Agreement and/or accompanying documentation.
  - Other conditions that occur that would render continuance inadvisable.
- Students entering grades 11 and 12 shall not have their permits rescinded by either district.
- Approval is subject to space availability in the district and may not be at the site requested.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be eligible to participate at the new school. Parent/guardian should check the CIF rules before submitting this application.
- Students who are either moving to or from the Ventura County SELPA and the Los Angeles County SELPA will be asked to obtain an Inter-SELPA Agreement for Individuals with Exceptional Needs.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- The parent/guardian is responsible for providing transportation to and from school.