



INTER-DISTRICT TRANSFER (IDT) PROCESS AND TIMELINE

Please email all inter-district transfer requests to tbr@lakesideusd.org

Please refer to LUSD Board Policy 5117, Inter-district Attendance

LUSD Board Policy 5117: Inter-district Attendance

Status: ADOPTED

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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.

Inter-district Attendance Agreements and Permits

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

The agreement shall specify the terms and conditions under which inter-district attendance shall be permitted or denied. It may also contain standards agreed upon by both districts for the 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 inter-district attendance agreement.

INTER-DISTRICT TRANSFER REQUESTS INTO LAKESIDE UNION SCHOOL DISTRICT

A parent or legal guardian of a student living outside LUSD boundaries may request a transfer to attend a school within LUSD. If you wish to apply for an Inter-district Transfer, you must first start the process by obtaining an approved Inter district Transfer Application from your home district of residence. Once approved by your home district, your application can be submitted to tbr@lakesideusd.org immediately for current-school-year requests, or no earlier than **March 1** for the following school year. All applications must include:

- 1) A copy of the most current transcript or report card
- 2) Attendance records from the current school
- 3) Discipline records from the current school
- 4) Most recent IEP, 504, or any other information explaining individualized services required for your student
- 5) A written explanation and supporting documentation to describe the reason(s) for your request.

Due to expected space limitations and impacted enrollment, LUSD may approve Inter-district Transfer applications only as required by CA Education Code and Board Policy. Approvals are granted based on available space and confirmation that the student meets the transfer criteria outlined below, as documented. If an approval is granted, you will be notified by email with instructions to begin the LUSD enrollment process. Transfer approval status updates will not be available prior to official notification. **Inter-district transfers will not be accepted after January 31st during the current school year.** Lakeside Union School District accepts students on inter-district transfer agreements based on the following criteria:

- 1) Students are accepted on a space-available basis
- 2) Your student must be making satisfactory academic progress
- 3) Your student must regularly attend class/classes on time and for the duration of class time
- 4) Your student must not have any behavioral or discipline problems

5) All transportation will be provided and/or arranged by the parent/guardian. Additionally, a permit may be denied, revoked, or rescinded at any time by the Lakeside Union School District for the following reasons:

- 1) Student is excessively tardy or absent from school, or is brought to school excessively early or left excessively late
- 2) Student fails to uphold appropriate behavior standards
- 3) Student fails to make appropriate academic efforts
- 4) False or misleading information was provided
- 5) Other conditions that occur that would render continuance inadvisable

If, during the school year, any of the above conditions are not met, the transfer may be revoked, and you/your student will be directed back to your/their home district.

**Once an inter-district permit has been granted, a student is not required to reapply, except that any student transitioning from elementary school to middle school must apply for a new inter-district attendance permit.*

- We begin accepting requests for inter-district transfer for the next school year no earlier than March 1st. While we do our best to process requests and make determinations quickly, we must confirm that enrollment processes for resident students are completed first. We will make every effort to either approve or deny requests before the start of the school year. In some instances, we may not be able to determine whether we can approve a request until several weeks after school begins. **While awaiting our decision, continue with registration and enrollment in your district of residence, and plan accordingly so your student does not miss a day of school.**
- For any request received **15** or fewer calendar days before the start of instruction in the school year for which the transfer is sought — the “**current year**” inter-district transfer request — the district will notify parents of its final decision within **30** calendar days of receiving the request.
- For requests received **16** or more calendar days before commencement of instruction in the school year for which the transfer is sought, the district will notify parents as soon as possible, but not later than 14 calendar days after the start of instruction in that school year.
- For new inter-district transfer applications, parents/guardians must complete the enrollment process within **10 business days** of receiving an inter-district transfer approval notification from LUSD.
- Failure of the parent/guardian to meet any timelines established by the district may be deemed abandonment of the request.

INTER-DISTRICT TRANSFER REQUESTS FROM LUSD TO ANOTHER SCHOOL DISTRICT

Requests from students living within LUSD boundaries who wish to attend a school outside our district must be approved by LUSD before being forwarded to the district they are requesting to attend. Download the Inter-district Transfer Application, fill out the form, attach the required documentation, and email it to tbr@lakesideusd.org. We will complete the LUSD portion of the request, and it will be the parents' or guardians' responsibility to obtain approval from the requested transfer district. The transfer district must approve the student before the student is allowed to attend a school outside the LUSD boundary lines. Applicable students should continue attending school until the transfer application has been approved, new enrollment has been completed, and withdrawal from the LUSD school has been completed. Additionally, a permit may be denied, revoked, or rescinded at any time by the Lakeside Union School District for the following reasons:

- 1) Student is excessively tardy or absent from school, or is brought to school excessively early or left excessively late
- 2) Student fails to uphold appropriate behavior standards
- 3) Student fails to make appropriate academic efforts
- 4) False or misleading information was provided
- 5) Other conditions that occur that would render continuance inadvisable

If the application is denied by LUSD, you can email tbr@lakesideusd.org with the subject line "IDT Appeal Request" and include your reasons for appealing the decision. A district office staff member will contact you within 15-20 calendar days to set up an appeal meeting.

INTER-DISTRICT TRANSFER APPEAL INFORMATION

If your transfer application is denied, you will receive information with instructions for appealing this decision. You may request further explanation or reconsideration from the LUSD District Office. Additionally, you may contact your resident county office of education to request a formal appeal hearing. You have the right to appeal a school district's final decision to the presiding county board of education within 30 days of the final denial of the transfer.

This is a link to the Kern County Superintendent of Schools Office. <https://kern.org/>