



Excellence and Equity in Education

Marco A Chávez • County Superintendent of Schools

September 15, 2026

TO: Families of Students Interested in the Tinsley Voluntary Transfer Program

FROM: Mefula Fairley, Coordinator, District Improvement and Support

SUBJECT: **Application for Tinsley Voluntary Transfer Program for August 2027**

Attached is the application form for the Tinsley Voluntary Transfer Program. Only students who will enter transitional kindergarten, kindergarten, first, or second grade in August of 2027 may apply.

- Follow all instructions, and complete all items, except when options or choices are offered.
- Use a separate form for each student. In sections 6 and 7, there are places to list the names of other children in your immediate family who are already in the program or who are also applying at this time.
- Submit (or postmark, if sent by mail) the completed application form by November 16, 2026. Late applications are not included in the December lottery but will be accepted until February 2, 2027, with transfers offered only on a space available basis. (Exception: Students who move into the area after December 2, 2026, have 60 days from their date of arrival to apply. However, they may be placed on a waitlist if space is not available.)
- Look for confirmation by email that we have received your application.
- If transferring out of Ravenswood City School District, select districts carefully, as students may be assigned to any district listed in section 5B. Also, students can be assigned only to districts listed in section 5B.
- Be prepared to provide proof of residency to both the San Mateo County Office of Education (SMCOE) and the receiving school district *after* your child is offered the transfer.
- Do not apply to the program annually after you have accepted a transfer. Enrollment is continuous once a transfer is granted and accepted as long as the student continues to meet eligibility requirements including district of residence requirements.
- Submit your application online www.smcoe.org/for-families/tinsley or return it to the following address:

**Mefula Fairley
Tinsley Voluntary Transfer Program
San Mateo County Office of Education
101 Twin Dolphin Drive
Redwood City, CA 94065-1064**

The San Mateo County Office of Education will notify you of the action taken on your application(s) by December 15, 2026. Students who apply and are not accepted may submit a new application each year up until the year before entering second grade.

If you have any questions, contact Mefula Fairley at (650) 802-5312 or tinsley@smcoe.org.

Note: Detach this page and save for future reference

I. Save these key dates:

November 16, 2026	Deadline for applications for the December lottery.
December 15, 2026	Applicants receive a transfer offer or a waitlist notification.
February 2, 2027	Final deadline for applicants to respond to their transfer offer. Final deadline to apply to the program. (Exception: Students who move into the area after December 2, 2026, will have 60 days from their arrival to apply; however, they may be placed on a waitlist if space is not available.)
April 3, 2027	Districts will assign transfer students to school sites.
May 1, 2027	The waitlist closes and no more transfers are made for the 2027-2028 school year.
August 2027	Students begin school at their new district.

Eligibility for 2027-2028 School Year

Birth Date Between	Grade Level
Sept 2, 2022 to Sept 1, 2023	Transitional Kindergarten
Sept 2, 2021 to Sept 1, 2022	Kindergarten
Sept 2, 2020 to Sept 1, 2021	First Grade
Sept 2, 2019 to Sept 1, 2020	Second Grade

- We will notify you of receipt of your application by mail or by email (if provided). If you do not receive a confirmation letter within 10 days of submitting your application, please contact Mefula Fairley at (650) 802-5312 or tinsley@smcoe.org.
- If you change your address, email, or telephone number, please notify us immediately. **We must have your current address and telephone number in order to process your application.**
- Please send all mail correspondence to the following address:

**Mefula Fairley
Tinsley Voluntary Transfer Program
San Mateo County Office of Education
101 Twin Dolphin Drive
Redwood City, CA 94065-1064**

APPLICATION FOR STUDENT TRANSFER
TINSLEY VOLUNTARY TRANSFER PROGRAM

For School Year Beginning August 2027

I. STUDENT INFORMATION

Provide all the information requested below on the student who is applying for transfer.

Name: _____
Student's Last Name First Name Middle Name

Address: _____
Street City Zip

Student's Birth Date: _____

2. STUDENT'S UPCOMING GRADE LEVEL

Check the student's grade level for the 2027-28 school year.

- ☐ Transitional Kindergarten
- ☐ Kindergarten
- ☐ First Grade
- ☐ Second Grade

3. STUDENT'S RACE/ETHNICITY

Check one and *only one* of the groups below.

- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic/Latino
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Two or More Races

4. PARENT/GUARDIAN INFORMATION

Provide the information below.

Name of person completing this form:

Last Name *First Name*

Relationship to student who is applying: _____

Address: _____
Street *City* *Zip*

Primary Phone: _____ E-mail (*optional*): _____

Preferred Language of Communication (*optional*): _____

ADDITIONAL CONTACT(OPTIONAL)

In the event we cannot reach you, list another person we can contact regarding this application:

Last Name *First Name*

Relationship to student who is applying: _____

Address: _____
Street *City* *Zip*

Primary Phone: _____ E-mail (*optional*): _____

Preferred Language of Communication (*optional*): _____

5. TRANSFER PREFERENCES

Complete Section 5A. If applicable, complete section 5B.

5A. TRANSFER INTO RAVENSWOOD CITY SCHOOL DISTRICT

White students may apply for a transfer *into* the Ravenswood City School District if they live in one of the eight participating school districts (Belmont-Redwood Shores, Las Lomas, Menlo Park, Palo Alto, Portola Valley, Redwood City, San Carlos, and Woodside).

Are you applying for a transfer *into* Ravenswood City School District?

- ☐ Yes. Skip section 5B.
☐ No. Complete section 5B.

5B. TRANSFER OUT OF RAVENSWOOD CITY SCHOOL DISTRICT

Minority students (students of color) who live in the Ravenswood City School District may apply for a transfer to any of the six following districts:

Las Lomas

Menlo Park

Palo Alto

Portola Valley

San Carlos

Woodside

List below in order of preference the district(s) to which you will accept a transfer for your student, if a transfer is offered. Place your first choice on line #1, your second choice on line #2, your third choice on line #3, etc.

Please note that a student will only be assigned to a district of your choice, as listed below. They cannot be assigned to a district that you did not list. **Only list districts to which you are willing to accept a transfer offer and enroll your student.** You must list at least one choice. Do not list any district more than once.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

6. FAMILIES WITH CHILDREN ALREADY IN THE PROGRAM (OPTIONAL)

Complete this section **only** if you have other children in your immediate family currently participating in the Tinsley Voluntary Transfer Program. Applicants with siblings already participating in the program receive priority in the lottery, however, they are not guaranteed a transfer offer in the lottery.

Do you have any other children in your immediate family **currently** participating in the Tinsley Voluntary Transfer Program?

- ☐ Yes
☐ No

What district(s) do the current Tinsley Voluntary Transfer Program student(s) attend?

- ☐ Belmont-Redwood Shores
☐ Las Lomas
☐ Menlo Park
☐ Palo Alto
☐ Portola Valley
☐ San Carlos
☐ Woodside

Does the selected district above match your first choice in Section 5B?

- ☐ Yes
☐ No

Does the current Tinsley Voluntary Transfer Program student(s) live at the same address as the child who is applying?

- ☐ Yes
☐ No

List the name(s) of the child(ren) currently participating in the Tinsley Voluntary Transfer Program:

7. FAMILIES WITH TWO OR MORE CHILDREN APPLYING (OPTIONAL)

Complete this section *only* if there are multiple siblings applying for the Tinsley Voluntary Transfer Program at the same time and you would like to link the applications.

While the program makes every effort to place siblings in the same district, linking applications means your children will be placed in a district only if space is available for *all* linked siblings.

List other siblings also applying at this time:

REMINDER: A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH CHILD APPLYING FOR THE TINSLEY VOLUNTARY TRANSFER PROGRAM.

8. ASSURANCES

Please be certain that you have fully completed the application. Then, read, sign, and date the “Assurance” section below, as indicated.

Assurance

I recognize that failure to complete all required sections of this application may cause it to be delayed or rejected. Any deliberate falsification of this application shall be grounds for its denial.

I understand that if offered a transfer...

- (1) I will be required to submit sufficient proof of residency documents to the San Mateo County Office of Education.
- (2) I will be required to complete any additional residency verification requirements of the receiving district.
- (3) I recognize continued participation in the Tinsley Voluntary Transfer Program is dependent on maintaining eligibility requirements, including district of residence requirements.

If I fail to meet these requirements, any possible offer for the Tinsley Voluntary Transfer Program will be withdrawn.

Signature of parent/guardian

Print name of parent/guardian

Date

Return this completed application on or before November 16, 2026. Late applications will be accepted November 17, 2026 through Feb 2, 2027 with transfers offered only on a space available basis.

(Exception: Students who move into the area after December 2, 2026, have 60 days after their arrival to apply; however, they may be placed on a waitlist if space is not available.)

If you have any questions, contact Mefula Fairley at (650) 802-5312 or tinsley@smcoe.org.

NOTE: Should your contact information (address, email, or phone number) change after submitting this application, please notify us immediately. Additionally, please monitor your inbox for official correspondence from our office.

The San Mateo County Office of Education does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability.