



2019-2020 INTRADISTRICT TRANSFER APPLICATION

Submission of this application does not guarantee enrollment at requested school

Application Window:
December 3 – January 18, 2019 (5 PM)

Late Applications Accepted:
January 19 – July 31, 2019

Late applications to be reviewed no earlier than August 1 based on space availability in the order in which they were received.

To be completed by parent/guardian (Please print)				Date of Request
Student Last name	Student First name	Birth Date	Grade Requested	Student ID #
Current or Last School of Attendance	School of Residence	School Requested		
Parent/Guardian Name		Contact number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		
Email Address		Contact number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		
Address		City/Zip		
Is the student currently pending disciplinary action or under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No				
What special services has the student received? (Check all that apply and attach proof of enrollment in the special program.) <input type="checkbox"/> Gifted (Grades 3-6) <input type="checkbox"/> Section 504 [attach copy] <input type="checkbox"/> Special Education [attach copy of most recent IEP]				
If the student is receiving Special Education services, what is their current placement? <input type="checkbox"/> Special Day (SDC) <input type="checkbox"/> Resource (RSP) <input type="checkbox"/> Non-Public School (NPS) <input type="checkbox"/> Pending Assessment				
Reason for the request?				
<input type="checkbox"/> Applying to Specialized Program or Academy <i>(mark all that you are applying to)</i>		<input type="checkbox"/> AAPLE <input type="checkbox"/> Computer Science <input type="checkbox"/> Elementary GATE <input type="checkbox"/> Engineering <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Health Careers <i>(begins Gr. 10)</i> <input type="checkbox"/> IB <i>(begins Gr. 11)</i> <input type="checkbox"/> MAD <input type="checkbox"/> VADA		
If your student is not accepted into an Academy, what high school do you want your student to attend? _____				
<input type="checkbox"/> Sibling(s) currently attending the requested school and grade(s) _____				
<input type="checkbox"/> Student moved <i>(NEW student)</i> <input type="checkbox"/> Grade level at capacity <input type="checkbox"/> SBUSD Employment: School/Dept: _____				
<input type="checkbox"/> Other: _____				
Any of the following reasons MUST include proof/evidence to support reason marked (see reverse for acceptable documentation)				
<input type="checkbox"/> Health or Safety** <input type="checkbox"/> Mental or Physical Well Being** <input type="checkbox"/> SARB Recommendation**				

I verify that I have taken the opportunity to acquaint myself with my child's school of residence and have carefully considered my options. I am aware that I can speak with the principal, attend the open house, or view the school's website to understand the opportunities available to my child at their school of residence.

I have read and understand the terms and conditions (on reverse side) of this transfer request and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand 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.

➔ Application REQUIRES a signed Attendance and Behavior Contract signed by parent AND student. (see reverse side)

◆ Parent/Guardian: _____ Date: _____

District Administrator: _____ Date: _____
 Frann Wageneck, Assistant Superintendent, Student Services

Reason for Denial: School/grade/program level at capacity Excessive absences/truancies Discipline
 Missed deadline Other _____

CANCELLED;

____ / ____ / ____

Below is a chart of documentation that must be attached to the application at the time of submission. 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
Accepted to Academy or Specialized Programs (e.g., Elementary GATE)	Upon confirmation of acceptance into a specific academy or a specialized program, a school transfer will be granted with documentation of acceptance in the form of letter or email from academy or specialized program director. Student must have an intradistrict transfer on file prior to applying to an academy or district specialized program. Students who apply to an academy or specialized school program without an intradistrict transfer on file, will not be approved. <i>Secondary students who are applying to specialized academies MUST have their intradistrict transfer requests forms in by the stated deadline but may reject a transfer acceptance and return to their home school if they are not accepted into the academy of their choice.</i>
Health or 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) related directly to the student.
Mental or Physical Well Being	A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist.
SARB Recommendation	SARB letter
Sibling	Name and grade of student currently attending the school being requested. <i>Current sibling at the school cannot be exiting out of the school being requested prior to the sibling's enrollment.</i>

TERMS AND CONDITIONS

- Approval is subject to space availability in the school.
- **The student may be subject to displacement due to excessive enrollment. The last accepted transfer student in the impacted grade level or subject area will be the first to be displaced.**
- Positive behavior and attendance contract required.
- The parent/guardian is responsible for providing transportation and from school.
- Intradistrict transfers do not have to be renewed each year EXCEPT if a change of address occurs.
- If the student participates in any athletics 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.
- A transfer may be revoked at any time by the school of enrollment for the following reasons:
 - Excessive enrollment of attendance area students
 - Student is excessively tardy or absent from school, or student is brought to school excessively early or left excessively late.
 - Student fails to uphold appropriate behavior standards.
 - False or misleading information was provided.
 - Other conditions that occur that would render continuance inadvisable, such as failure on the part of the parent or guardian to cooperate with school or district officials.

Attendance and Behavior Contract

Any student accepted on an Intradistrict/Interdistrict Transfer Must Comply with the following regulations:

- A. The enrolling student must have a signed, current, approved Intradistrict or Interdistrict Attendance Agreement form.
- B. The enrolling students must be aware of the school rules and obey them.
 1. The student maintains appropriate behavior and no suspensions.
- C. The enrolling student will be a contributing member of the class and school and exhibit positive behavior.
- D. The enrolling student will maintain regular daily attendance.
 1. The student has regular attendance with no more than 10 excused absences and 5 tardies, and fewer than 3 unexcused absences, or the equivalent number of period absences.
- E. The enrolling student must report to class on time.
 1. The student will arrive and depart in a timely fashion.
 - a. unless involved in official school activities or as directed by staff, depart within five minutes of dismissal
 - b. arrive no earlier than fifteen minutes and not less than five minutes prior to beginning of school
- F. The parent or guardian and student will be responsible for maintaining communication with the school and the child's teacher.
- G. Transportation will be provided by the parent or guardian.

It is understood by the student, parent or guardian of the student that deviation or disregard of these responsibilities will result in the termination of the Intradistrict or Interdistrict Attendance Agreement and the student will be returned to their school of residence or district of residence.

Print Student Name

Grade

◆ Parent/Guardian Signature

Date

◆ Student Signature Required if entering Grades 4-12

Date