



## 2018-2019 CHANGE OF ADDRESS TO CONTINUE INTRADISTRICT TRANSFER

*This form is for students currently attending the school*

Parent/Guardian **MUST** provide proof of residency to school.

A student in good standing who moves out of the boundaries of their school of residence, but remains within district boundaries shall have **30 days to exercise their right to remain in their school of attendance.**

Date you Moved?: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Special Education?  NO  YES

Student Name:	Date of Birth:	Grade:	Student ID #:
Current School:	School of Residence:	School Requesting:	
Parent/Guardian Name:			
Address:		Best contact phone number:	
City/Zip:		Email address:	

➔ **I have read and understand the terms and conditions of this transfer request. (see reverse side)**

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

◆ Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Decision:**  Approved  Denied

District Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
 Frann Wageneck, Assistant Superintendent, Student Services

Remarks: \_\_\_\_\_

# 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, Grades 4-12

\_\_\_\_\_

Date