

DISTRICT POLICY ON INTERDISTRICT TRANSFERS

Although students generally must attend school in the district where their residency has been established, the Governing Board recognizes that occasionally there are justifiable reasons for requesting an interdistrict transfer, which may be granted through an interdistrict transfer agreement with another district.

Upon request, the District may accept students from another district or allow resident students to attend school in another district.

The Superintendent may approve an interdistrict transfer request into the District on a case by case basis, provided that there is no adverse impact on enrollment, finances, or educational programs in the District. Children of staff employed by the District will be given priority for transfers into the District. Approval of interdistrict transfers shall be issued on an annual basis and will be subject to the following conditions:

1. The transfer shall first be approved by the district of residence.
2. A student who has been expelled, is being considered for expulsion, or has been under disciplinary action must notify the District when applying for transfer into the District.
3. The district of residence agrees that the ADA funding for the student shall be retained by the district of attendance.
4. The district of residence agrees that costs above the ADA funding for the student in a special education class shall be paid by the district of residence.
5. The interdistrict transfer agreement shall be automatically revoked if a student, parent or guardian is found to have deliberately falsified information used as a basis for the transfer.
6. The interdistrict transfer agreement may be revoked if the student's behavior, attendance, or academic performance is determined by the Superintendent to be unsatisfactory.
7. Transportation shall be the responsibility of the parent or guardian.
8. All students are subject to CIF athletic rules and regulations.
9. If a student's residence is changed, the parent or guardian shall notify the school of the change in a timely manner.
10. Renewal of interdistrict transfers must be approved annually.

An interdistrict transfer request out of the District may be approved by the Superintendent on a case by case basis, subject to the following conditions:

1. The following will be considered as a possible basis for approval of a transfer out of the District, subject to verification:
 - a. A parent works in the district of attendance.
 - b. A change of residence to the district of attendance occurs during the school year.
 - c. A specialized or unique academic program or service critical to the well being of the student is not available in the District.
 - d. A severe and demonstrated hardship will result if the student is required to attend a school in the District.
 - e. A danger to the student's health or safety will be eliminated or greatly mitigated.
2. Transportation shall be the responsibility of the parent or guardian.
3. If the reason for the transfer changes, the parent or guardian shall notify the District of the change.

Procedure for requesting an interdistrict transfer

1. Requests for interdistrict transfers must begin at the student's school of residence.
2. A transfer request may be submitted whenever a change in residence or reason for transfer occurs. A transfer request for the following school year shall generally be presented to the District between March 1 and May 1. Applications will be prioritized in the order received.
3. If the transfer request is approved, the Superintendent will notify the parents/guardian in writing within 10 days.
4. If the transfer request is denied, the Superintendent will notify the parents/guardian of the decision in writing within 10 days. This notice will be accompanied by the reason for the denial.
5. The parents may appeal the denial to the Board of Trustees within 10 days of receipt of the denial letter. The Board's decision will be final.

The Superintendent shall make a report to the Board of Trustees twice a year regarding interdistrict transfers. This report will include number of transfers approved and denied, reasons for transfers, grade levels, sending and receiving districts, and percentage of transfers in and out of the District.