

REQUEST FOR INTERDISTRICT TRANSFER

Trinity County, California

Request beginning 20____/20____ School Year

New Request Renewal (continuing transfer)

Each school district in Trinity County has a policy with locally determined criteria for accepting/denying a Request for Interdistrict Transfer. After reviewing the conditions on the reverse side of this form, complete the information on the front of this form and attach written supporting explanation and/or documentation if necessary and submit to your District of Residence to begin the process.

Student Name: _____ Grade Student Will be in During School Year Requested: _____

Parent/Guardian Name: _____ Date of Request: _____

Address: _____
Street PO Box (if applicable) City State Zip

Home/Cell Phone: _____ Work Phone: _____ APN (Property number): _____

Requesting transfer from: _____ School District (District of Residence)

to: _____ School District (District of Proposed Enrollment)

School Requested: _____ (District of Proposed Enrollment may assign to any school)

Request is made for the following reason(s):

- Complete current school year after moving out of district.
- Parent/Guardian employed within the District of Proposed Enrollment (name and address of employer): _____
- Child care (name and address of provider): _____
- Specific educational needs (please describe): _____
- Specific program needs (please describe, i.e., Special Education, GATE): _____
- Sibling attending school requested (name, grade, and school of sibling): _____
- Other: _____

Why are you requesting to transfer out of your District of Residence? _____

Why are you requesting to transfer to the District of Proposed Enrollment? _____

Does your child have a current IEP placing them in a Special Education Program? Yes No (If yes, attach)

Does your child have a 504 Plan? Yes No (If yes, attach)

I have read and understand the conditions on the reverse of this form.

 Student Signature Date Parent/Guardian Signature Date

STEP #1: ACTION OF DISTRICT OF RESIDENCE

Approved
 Specific Student Needs: N/A Special Ed. Other: _____

Note any relevant information for District of Proposed Enrollment: _____

Denied Reason for Denial: _____

 Signature of Authorized District Representative

 Title of District Representative Date

STEP #2: ACTION OF DISTRICT OF ATTENDANCE

Approved
 Denied Reason for Denial: _____

 Signature of Authorized District Representative

 Title of District Representative Date

The following protocols will be used for interdistrict transfers in Trinity County:

1. **Any Interdistrict Transfer Request** must be approved by both districts in the following sequence:

Step One: Seek approval from the District of Residence; then

Step Two: Upon approval by the District of Residence, seek approval from the District of Proposed Enrollment

2. Request to transfer school districts during the *current* school year (including 15 days before the commencement of a school year):

When a student, who is currently enrolled in a school within the District of Residence, or who is moving into a new District during the school year requests an interdistrict transfer, the following procedures and timelines will be followed:

- a. The ***District of Residence*** will provide the parent with the Request for Interdistrict Transfer form and will help them complete the form if necessary. Once completed, the parent will submit the form to the District of Residence for consideration of approval.
 - i. The District of Residence will Time and Date Stamp the form and give the parent a copy.
 - ii. The District of Residence will have up to thirty (30) school days to complete and return the form to the parent.
 1. If the student has attendance, behavior, and/or academic concerns the District of Residence will alert the District of Proposed Enrollment that it should be diligent to review with the student and family its requirements and terms for accepting and maintaining interdistrict approval.
 2. If no action has been taken after up to thirty (30) school days, the parent may proceed on their own to seek consideration of approval to attend the District of Proposed Enrollment.
- b. The ***District of Proposed Enrollment***, upon receipt of the form, will Time and Date Stamp the form and will have up to thirty (30) school days to consider approval. The District Of Proposed Enrollment shall consider the request and verify if student meets approval criteria contained in its Board Policies.
- c. If the Request for Interdistrict Transfer form is approved by both the District of Residence and the District of Proposed Enrollment, the student is enrolled as soon as possible into the District of Proposed Enrollment.
- d. If the Request of Interdistrict Transfer form is denied by either or both the District of Residence and the Requested District of Proposed Enrollment, the parent may appeal to the Trinity County Board of Education within 30 days of denial.
- e. A denial includes a school district's failure to provide written notification of the school district's decision within 30 days of receipt in the current school year. A "denial" shall not include any of the following: (A) A request that has been deemed abandoned for a failure to follow the timelines described herein; (B) An existing interdistrict transfer permit that has been revoked or rescinded in accordance with the policy of the governing board of the school district; (C) A denial by the District of Proposed Enrollment when no permit has been first issued by the District of Residence.

3. Requesting an interdistrict transfer for the future school year

When a student requests an interdistrict transfer for the future school year, both the ***District of Residence*** and the ***District of Proposed Enrollment*** have until 14 days into the future school year to consider the request for transfer. The procedures in Number 2, above, will be followed with the exception of the number of days for districts to approve the request and the need to enroll the student "as soon as possible." Students will not be enrolled until a Request for Interdistrict Transfer form has been signed off by both districts or an appeal is granted by the County Office of Education.

If the Request of Interdistrict Transfer form is denied by either or both the District of Residence and the District of Proposed Enrollment, the parent may appeal to the Trinity County Board of Education within 30 days of denial. A denial includes a school district's failure to provide written notification of the school district's decision within 14 calendar days into the future school year. A "denial" shall not include any of the following: (A) A request that has been deemed abandoned for a failure to follow the timelines described herein; (B) An existing interdistrict transfer permit that has been revoked or rescinded in accordance with the policy of the governing board of the school district; (C) A denial by the District of Proposed Enrollment when no permit has been first issued by the District of Residence.

4. Limitations on Transfers

- * Because of space and program limitations, receiving districts may limit the total number of students they will receive.
- * Acceptance of students may be based on behavior, academic standing, and attendance (refer to District of Proposed Enrollment Board policy).
- * Students are expected to meet academic and behavior standards upon entry, and must continue to meet those standards following approval by the District of Proposed Enrollment. In the event there is reason to revoke a granted Interdistrict Transfer, the District of Proposed Enrollment will strive to do so at the end of a grading period, if possible, and if determined by the district to be appropriate.
- * For students with an Individual Education Plan (IEP), an IEP meeting will be held by the District of Residence. The District of Proposed Enrollment will be invited to participate in the IEP and discuss services that the student currently receives.
- * Education Code section 46601 provides for appeal to the Trinity County Board of Education by the person having legal custody of a student within 30 calendar days of denial by either the District of Residence or the District of Proposed Enrollment.