

SALINAS UNION HIGH SCHOOL DISTRICT

INTRADISTRICT TRANSFER APPLICATION

Student: _____
 Last Name First Name M.I. Grade

 Date of Birth Student ID Phone Number

Address: _____
 Street Apt. City Zip Code

(Check the appropriate box in each section below)

Middle School		High School	
Residence School	Requested School	Residence School	Requested School
<input type="checkbox"/> El Sausal M.S.	<input type="checkbox"/> El Sausal M.S.	<input type="checkbox"/> Alisal H.S.	<input type="checkbox"/> Alisal H.S.
<input type="checkbox"/> Harden M.S.	<input type="checkbox"/> Harden M.S.	<input type="checkbox"/> Everett Alvarez H.S.	<input type="checkbox"/> Everett Alvarez H.S.
<input type="checkbox"/> La Paz M.S.	<input type="checkbox"/> La Paz M.S.	<input type="checkbox"/> North Salinas H.S.	<input type="checkbox"/> North Salinas H.S.
<input type="checkbox"/> Washington M.S.	<input type="checkbox"/> Washington M.S.	<input type="checkbox"/> Rancho San Juan H.S.	<input type="checkbox"/> Rancho San Juan H.S.
		<input type="checkbox"/> Salinas H.S.	<input type="checkbox"/> Salinas H.S.

SPECIFIC REASON FOR REQUEST (If selecting "Best Interests of Student" or "Other," please explain):

- Child Care (*Grade 7 or 8 only*)
- Family Continuity
- Other: _____
- Recent/Pending Move
- Best Interests of Student: _____

Parents are responsible for transportation to and from the requested school if they accept an Intradistrict Transfer. You must apply for School Choice during the next window that occurs in February. An Intradistrict Transfer is for one year only and is non-renewable. It may be terminated at any time due to behavior, lack of attendance, or poor academic progress. If approved, no additional request to transfer to another school will be considered during the academic year.

Parent/Guardian Signature: _____ **Printed Name:** _____

Student Signature: _____ **Date:** _____

The Salinas Union High School District may refer cases in which false information has been intentionally provided to the Monterey County District Attorney for further action and/or file a civil action to recover damages incurred as a result of relying upon false information.

Application must be turned in to the Registrar's office of the requested school.

For Requested School Registrar Only

- Falsified address/residency concerns
- On approved Intradistrict
- Synergy Entry:
 - Sch. Cho./Intradist.
 - Pers. Info. (pop-up)
- Returned Mail
- On School Choice
- Regis. Info.

Date Received: _____ Registrar Initial: _____

For Requested School Principal Only

- Principal Recommendation: Approve Deny
- Denial Reason: Behavior Attendance
 Grades Falsified Address
- Contacted Home School Principal: Yes No

Principal Signature: _____

For Pupil Personal Services Only

Approve Deny Rationale: _____

 Director, Pupil Personnel Services Date

SALINAS UNION HIGH SCHOOL DISTRICT

INTRADISTRICT TRANSFER PROCEDURES

Students must attend school in their home attendance area unless they apply through School Choice or the Intradistrict Transfer process and are approved for enrollment in the requested school. The Salinas Union High School District Intradistrict Transfer policy allows parents and students to apply for enrollment at any comprehensive school within the District after the School Choice process has ended or if the family has moved outside of the current school's attendance area and wishes that the student finish the year in their current school.

Parents may wish to call the schools and/or visit and meet with the Principals if they have any questions. A conference may be requested with the Principal of either the home school or the requested school.

Application Consideration and Limitations

Approval will be based on adherence to the following limitations:

- ◆ Intradistrict Transfer Applications must be submitted directly to the Registrar's office of the requested school.
- ◆ Principals of the home school and the requested school will provide input regarding the transfer request. The Director of Pupil Personnel Services (PPS) will make the final determination.
- ◆ Approval for an Intradistrict Transfer application is subject to space availability at the requested school.
- ◆ A student who has an approved School Choice cannot submit an Intradistrict Transfer Application.
- ◆ An approved Intradistrict Transfer is for one year only and is non-renewable. If the application is submitted after March 1st, approval may be granted for the remainder of the year through the end of the following year.
- ◆ For a student to continue the subsequent year at the requested school, a School Choice application must be submitted in February. Submitting a School Choice Application does not guarantee continued enrollment.
- ◆ All transfers are subject to the student maintaining good attendance, behavior and academic progress and are subject to termination at any time conditions may warrant as determined by the PPS office.
- ◆ A record of a falsified address or inconsistent address information will result in a denial of a transfer request.
- ◆ Parents are responsible for transportation to and from the requested school if they accept an Intradistrict Transfer.
- ◆ If the student wishes to return to the school in their home attendance area prior to expiration of an approved Intradistrict Transfer, the parent must submit a letter to the PPS office explaining the reason. The request will be considered and may be approved or denied.
- ◆ Once an Intradistrict Transfer is approved, no additional request to another school will be considered during the same academic year. Frequent school transfers may result in denial of the transfer request.
- ◆ Approval of a student's Intradistrict Transfer does not automatically result in eligibility for District interscholastic activities. Parents of high school students should contact the school in their home attendance area regarding C.I.F. athletic eligibility before accepting a transfer.

Application Submission

The completed application must be submitted to the Registrar's office of the requested school. The PPS office will send written notification to the parent and both schools of the final determination. If the Intradistrict Transfer is approved, the notification will include the duration of the transfer, student expectations and parent responsibilities.

All decisions and determinations for the Intradistrict Transfer will be conducted in accordance with Board Policy and Administrative Regulation. Any complaints or questions regarding the process shall be submitted in writing to the office of the Director of Pupil Personnel Services.

Pupil Personnel Services
20 Sherwood Place
Salinas, CA 93906
(831) 796-6964 Fax (831) 796-6965