

INTRADISTRICT TRANSFERS DURING THE SCHOOL YEAR

The Superintendent or Designee hereby initiates the following procedures to implement the Intra-district Transfers During the School Year policy.

Applications for an intra-district transfer will be available at all school sites and at: <http://www.salinas.k12.ca.us/sites/DO/Index.htm>. For parents/guardians who wish to request a transfer for their child(ren) to a school other than the school of residence:

1. All intra-district transfers will be issued pursuant to provisions of the California Education Code.
2. Intra-district Transfer Applications shall be submitted in writing and signed by the parent or guardian.
3. A student shall be deemed a current resident of the attendance area of a school for one school year when the intra-district transfer is approved by the Pupil Personnel Services. Once an intra-district transfer is approved, the student no longer has residential rights to their home school and may not return to that school without approval by the office of Pupil Personnel Services.
4. Approval for all Intra-district Transfer Applications is subject to space availability at the receiving school. A student not a resident in the attendance area of the receiving school shall not attend said school at the expenses of a student who currently resides within that school's attendance area or has established residency through employment or has been approved for an open enrollment transfer.

For the purpose of capping and busing, the approval date of the transfer will be used as the student's enrollment date.

5. Intra-district transfers are deemed justifiable when the request is based upon:
 - a. Provisions for childcare during non-school hours
 - b. Physiological or psychological reasons verified by a physician
 - c. Previous attendance
 - d. Moving within the attendance area of the requested school, when verified by third party documentation or affidavits
 - e. Family continuity
 - f. Other reasons pertaining to unique student or family welfare or curriculum needs
6. Intra-district transfers shall be denied when:
 - a. There is no space available at the requested grade and site
 - b. Approval would upset the racial or ethnic balance for either of the concerned schools

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- c. There is a documented safety concern
 - d. Approval would require the addition of a special program, service or class
 - e. Approval would displace a student who is a current resident of the attendance area or who is currently attending the school of requested attendance
 - f. Approval would result in a foreseeable displacement of a current resident student
 - g. Reason for the transfer request does not meet Board **criteria**
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- 7. Authorization or approval by the District of a student’s intra-district transfer does not result in the student obtaining eligibility for District interscholastic athletics. Following a student’s intra-district transfer into as new District school, the determination of the student’s eligibility for interscholastic athletics will be based upon the requirement, standards and guidelines set forth in California Interscholastic Federation.
 - 8. Any appeals regarding the denial of an Intra-district Transfer Application must be submitted to Pupil Personnel Services.
 - 9. A change of residence by a student, other than the moving of the of the parent or guardian requires an affidavit of transfer of custody, a court order, or public agency placement to constitute a change of residence.
 - 10. Where a transfer is requested due to a change of residence out of requested school’s attendance area, the student may be permitted to remain in the requested school for the balance of the school year in which the change or residence occurs. Requests for the student to continue are subject to annual review.
 - 11. All transfers are subject to the student maintaining proper attendance, deportment and academic achievement and are subject to termination at any time conditions may warrant as determined by Pupil Personnel Services.
 - 12. Intra-district transfers are valid for the remainder of the current school year and may not be renewed.

Comment [JP1]:

To obtain long-term attendance or school residency at the school of choice, parents must use the Open Enrollment Transfer Application process. (See BP/AR 5115.1)