

## **INTRADISTRICT TRANSFERS DURING THE SCHOOL YEAR**

The Board of Trustees hereby authorizes the Superintendent or his designee to establish procedures for an intra-district transfer from one school to another school within the District during the school year. The Board recognizes that students and families have unique needs that may be met by a transfer from their school of residence to another school within the District.

The Board also recognizes that class capacity considerations may require the administrative transfer of student from one school to another. The Superintendent or designee is authorized to implement the administrative transfer of students from one school to another when grade level enrollment exceeds capacity.

Approval of any Intra-district Transfer Application 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 that school at the expense of a student who resides within that school's attendance area or has been granted an Open Enrollment Transfer, thus declaring them a resident of that school.

All Intra-district Transfer Applications will be evaluated based on space availability, racial balance, safety concerns, program availability and the reason given for the transfer.

It is the intent of the Board that special consideration be afforded transfer requests for school children based upon provisions for childcare during non-school hours.

It is the parent's/guardian's responsibility to provide transportation for the student to and from the school of requested attendance.

All requests for transfers must be submitted in writing and signed by the parent or guardian. Transfers may be approved only until the next open enrollment period opens and the preceding school year begins. Attendance the following school year is subject to Board Policy 5116.1 "Open Enrollment".

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 a new District school, the determination of the student's eligibility for interscholastic athletics will be based upon the requirements, standards, and guidelines of the California Interscholastic Federation.

The inter-district transfer is a short-term transfer and may not be renewed. For transfers longer than 18 months families must use the School Choice process.

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Parents/Guardians wishing a review or appeal of an intra-district transfer decision must present such a request to the Pupil Personnel Services Office.

Legal References:

Education Code 48200, 48204

California Education Code: 35160.5(b) and (g)