



Student Services and School Attendance
1465 David E. Cook Way • Clovis, CA 93611-0574
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DIGMAC # \_\_\_\_\_

INTRADISTRICT TRANSFER APPLICATION

(Applications may be made during the school year for the remainder of that school year)

Mailing label goes here.
Please do not write in this area.

Completed applications must be returned to the Office of Student Services and School Attendance or any comprehensive school.

This transfer request is [ ] New [ ] Extended [ ]

PLEASE PRINT: Today's Date: \_\_\_\_\_

Requested School Year: \_\_\_\_\_

Student's Full Legal Name: \_\_\_\_\_

[ ] Male [ ] Female Date of Birth: \_\_\_\_\_ CUSD Student ID#: \_\_\_\_\_

Grade Requesting: \_\_\_\_\_ Current School of Attendance: \_\_\_\_\_

Requesting transfer from (school of residence) \_\_\_\_\_ to (requested school) \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

SPECIAL EDUCATION: If applicable, please check the following services your student receives.

- [ ] Resource Specialist (RSP) [ ] Speech/Language [ ] Hearing Impaired [ ] Special Day Class (SDC) [ ] Visually Impaired [ ] 504 Plan
[ ] Other (please describe) \_\_\_\_\_

REASON FOR REQUEST: Select ONE option only. Verification is required and must be attached.

- [ ] Parent Employment [ ] Childcare [ ] Medical [ ] Change of Legal Address (can only be used ONE time)

- [ ] Other (please explain) \_\_\_\_\_

PARENT CERTIFICATION: I have read and understand all the transfer stipulations mentioned above and verify all the information provided is correct. I understand that if the information proves to be incorrect through error, omission or misstatement, my transfer application may be denied.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

FOR DISTRICT USE ONLY Date: \_\_\_\_\_

[ ] WAITLISTED:

There is no space available at this time. Your child has been placed on a randomized waiting list. Space availability will be monitored and you will be notified if space becomes available.

[ ] DENIED:

- \_\_\_ There is a documented safety concern. (#2)
\_\_\_ Special Education services are not available or impacted. (#4)
\_\_\_ The reason for the transfer request does not meet Governing Board criteria. (#5)
\_\_\_ A second choice school has been assigned. (#6) (See box on the right)
\_\_\_ Intradistrict transfers cannot be renewed. An open enrollment transfer was required to continue enrollment. (#7)

APPEAL PROCESS- PAGE 2

FOR DISTRICT USE ONLY

APPROVAL: Your transfer has been approved for reason: \_\_\_\_\_

- CC Childcare PW Parent employed within boundaries
CU Curricular reasons SR Renewed
IN Intent to relocate ME Medical or disciplinary safety concern
OT Justifiable FA Sibling Rule per Board Policy No. 5106
PE CUSD employment HL McKinney-Vento Federal Law
GR Senior

Effective Date: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

PARENT INFORMATION - ACCEPTANCE PROCESS

- This approved application and all enrollment documents must be presented to the approved school within ten (10) school days of the effective date listed above or the approval will be rescinded.
• All of the abovementioned conditions will apply once the transfer is accepted.
IN ORDER TO CONTINUE ENROLLMENT AT THE APPROVED SCHOOL FOR THE FOLLOWING SCHOOL YEAR, AN OPEN ENROLLMENT TRANSFER IS REQUIRED AS OUTLINED IN BOARD POLICY NO. 2209.

FOR OFFICE USE



# CONDITIONS OF INTRADISTRICT TRANSFER - PLEASE READ

## Please initial

- \_\_\_\_\_ Should transfer applications to attend a particular school exceed the capacity of that school, selection of students to enroll will be made through a random, unbiased process that prohibits an evaluation of whether any student should be enrolled based upon his or her academic or athletic performance. Children requiring special programs or classes will only be admitted to those schools offering such programs or classes on the basis of space availability. All students, including transfer students, are subject to capping and busing.
- \_\_\_\_\_ In the case of boundary changes, approved transfers may be revoked and require reapplication.
- \_\_\_\_\_ Parents/guardians will be responsible for providing daily transportation to and from the school of choice.
- \_\_\_\_\_ Open Enrollment Transfer Applications under Board Policy and Administrative Regulation No. 2208 must be submitted between the first day of school and November 1 of the school year prior to the year of desired attendance and will remain in effect through Grade 12, absent other circumstances described in Board Policy and Administrative Regulation No. 2208.
- \_\_\_\_\_ Intradistrict Transfer Applications under Board Policy and Administrative Regulation No. 2209 may be made any time and are valid for the remainder of that school year, absent other circumstances described in Board Policy and Administrative Regulation No. 2209. If a student wishes to continue attending the transfer school after that year, he/she must submit an Open Enrollment Transfer Application under Board Policy and Administrative Regulation No. 2208.
- \_\_\_\_\_ Any transfer may be revoked at the District's discretion. If the transfer is revoked, the student may return to his or her school of residence provided there is space available to justify the student's return. If there is not sufficient capacity, the student will be subject to an administrative transfer to another school at the District's discretion. Once a transfer is accepted, the student may not return to his or her school of residence without applying for an additional transfer.
- \_\_\_\_\_ According to Board Policy and Administrative Regulation No. 2505, students entering grades 7-12 who have accepted a transfer for the first time will be ineligible for athletic participation for one calendar year (365 days) from the date of first attendance within the District at the student's new school. The 365 days of ineligibility may be appealed consistent with the requirements, standards and guidelines under Board Policy and Administrative Regulation No. 2505, which requires completion and submission of specific documentation. Again, authorization or approval by the District of an intradistrict transfer of students entering grades 7-12 does not result in the student obtaining eligibility for District interscholastic athletics. Please refer to Board Policy and Administrative Regulation No. 2505 regarding the limits to and requirements for obtaining athletic eligibility upon the granting of an intradistrict transfer. Athletes awaiting appeal decisions cannot participate in any athletic activity unless the parent/guardian has signed the "To Practice Release" form. If the athlete is deemed ineligible, the athlete is to stop practice and turn in his/her athletic gear.

If this transfer application is approved, student plans to file for an appeal for athletic eligibility (GRADES 7-12 ONLY):  Yes  No

My child's transfer request is a result of a secondary boundary change which has caused different secondary attendance boundaries for each of my children. As a result, I am requesting that my youngest child be moved to the same secondary school as my older child and that athletic eligibility be granted as defined in Board Policy No. 5106 (Sibling Rule).  Yes  No

Older Sibling's Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Current School: \_\_\_\_\_

## PARENT INFORMATION – APPEAL PROCESS

You may appeal this decision within 30 days from the date above by submitting your appeal in writing to the Student Services and School Attendance Transfer Appeals Board. Letters may be mailed to the address provided at the top of the form. You will be notified in writing of the results of your appeal.

Adopted: 12/12/07 Revised: 02/23/12  
Revised: 08/01/08 Revised: 03/30/12  
Revised: 09/08/10 Revised: 01/14/14  
Revised: 11/16/11