

# REQUEST FOR INTERDISTRICT TRANSFER

Shasta County, California

Date of Request: \_\_\_\_\_

Request for 20\_\_\_\_/20\_\_\_\_ School Year

New Request

Renewal (continuing transfer)

Each school district in Shasta 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 for consideration.

Student Name: \_\_\_\_\_ Grade Student Will be in During School Year Requested: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_

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

Main Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Last School Attended: \_\_\_\_\_  
Name of School City State

Requesting transfer from: \_\_\_\_\_ School District (District of Residence)  
to: \_\_\_\_\_ School District (District of Attendance)  
School Requested: \_\_\_\_\_ (Requested District of Attendance has right to assign any school)

Request is made for the following reason(s):

- Complete current school year
- Parent/Guardian employed within the requested District of Attendance (name and address of employer): \_\_\_\_\_
- Child care (name and address of provider): \_\_\_\_\_
- Specific educational needs (please describe): \_\_\_\_\_
- Specific program needs (please describe, i.e., GATE, Special Education): \_\_\_\_\_
- 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 requested District of Attendance? \_\_\_\_\_

Does your child have a current IEP placing them in a Special Education Program?  Yes  No

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: \_\_\_\_\_

Conditional Approval Terms of Conditional Approval: \_\_\_\_\_

Denied Reason for Denial: \_\_\_\_\_

Signature of Authorized District Representative \_\_\_\_\_  
Title of District Representative \_\_\_\_\_ Date \_\_\_\_\_

## STEP #2: ACTION OF REQUESTED DISTRICT OF ATTENDANCE

Approved

Conditional Approval Terms of Conditional Approval: \_\_\_\_\_

Denied Reason for Denial: \_\_\_\_\_

Signature of Authorized District Representative \_\_\_\_\_  
Title of District Representative \_\_\_\_\_ Date \_\_\_\_\_

The following protocols will be used to handle non-special education interdistrict transfers in Shasta County:

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

- 1<sup>st</sup> by the District of Residence (sending) and
- 2<sup>nd</sup> by the Requested District of Attendance (receiving) in this order.

2. **Request to change schools during a school year**

When a student, who is currently enrolled in a school within the District of Residence, 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 three (3) 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 check the Conditional Approval box alerting the Requested District of Attendance 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 three (3) school days, the parent may proceed on their own to seek consideration of approval to attend the Requested District of Attendance.
- b. The ***Requested District of Attendance***, upon receipt of the form, will Time and Date Stamp the form and will have three (3) school days to consider approval.
- c. If the Request for Interdistrict Transfer form is approved by both the District of Residence and the Requested District of Attendance, the student is enrolled as soon as possible into the Requested District of Attendance.
- d. If the Request for Interdistrict Transfer form is denied by either or both the District of Residence and the Requested District of Attendance, the parent may appeal to the Shasta County Board of Education within 30 days of denial.

3. **Moving into the area during the school year**

When a student who is not currently enrolled in any school within the area attempts to enroll outside their District of Residence, the following procedures and timelines will be followed:

- a. The student shall be sent to the ***District of Residence*** who 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 three (3) 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 check the Conditional Approval box alerting the Requested District of Attendance 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 three (3) school days, the parent may proceed on their own to seek consideration of approval to attend the Requested District of Attendance.
- b. The ***Requested District of Attendance***, upon receipt of the form, will Time and Date Stamp the form and will have three (3) school days to consider approval.
- c. If the Request for Interdistrict Transfer form is approved by both the District of Residence and the Requested District of Attendance, the student is enrolled as soon as possible into the Requested District of Attendance.
- d. If the Request for Interdistrict Transfer form is denied by either or both the District of Residence and the Requested District of Attendance, the parent may appeal to the Shasta County Board of Education within 30 days of denial.

4. **Requesting an interdistrict transfer for the next school year**

When a student requests an interdistrict transfer for the next school year, the ***District of Residence*** and the ***Requested District of Attendance*** both have 30 days to consider the request for transfer. Depending on the circumstance, the procedures in either number 2 or 3 above will be followed with the exception of three (3) school days for signoff and enrollment as soon as possible. Students will not be enrolled until a Request for Interdistrict Transfer form has been signed off by both districts.

- 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 Requested District of Attendance Board policy).
- Students will be expected to meet academic and behavior standards upon entry and anytime following approval by the Requested District of Attendance. In the event there is reason to revoke a Request for Interdistrict Transfer, if possible and determined by the district as appropriate, the Requested District of Attendance will strive to do so at the end of a grading period.
- For students with an Individual Education Plan (IEP) refer to the SELPA policy at:  
[http://www.shastacoe.org/uploaded/Dept/selpa/SELPA\\_Resources/Policies\\_and\\_Procedures/Inter-District\\_Procedure.doc](http://www.shastacoe.org/uploaded/Dept/selpa/SELPA_Resources/Policies_and_Procedures/Inter-District_Procedure.doc)
- Education Code Section 46601 provides for appeal to the Shasta County Board of Education by the person having legal custody of a student within 30 calendar days of a Request for Interdistrict Transfer failing to be approved by either the District of Residence or the Requested District of Attendance.