

**APPLICATION FOR INTERDISTRICT TRANSFER PERMIT  
FOR SCHOOL YEAR 20\_\_ - 20\_\_**

Date Rec:

Time Rec:

New Application  Renewal  
(Please attach a copy of current report card to verify academic or grade level)

Pupil's Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Address (Street, City, State, Zip) \_\_\_\_\_

Current School of Residence \_\_\_\_\_ District \_\_\_\_\_

Prior School of Attendance \_\_\_\_\_ District \_\_\_\_\_

Requested School \_\_\_\_\_ District \_\_\_\_\_

Reason for Transfer \_\_\_\_\_

**Is the pupil enrolled in special education due to a learning, physical, or mental disability? YES \_\_\_ NO \_\_\_**  
**If YES, attach a copy of the pupil's current IEP. Application will not be assessed/processed until pupil's current IEP is provided.**  
**NOTE: Provision of special education information is solely for informational purposes to assess services required.**

Is the pupil currently facing disciplinary action? YES \_\_\_ NO \_\_\_

Is the pupil currently expelled from a school? YES \_\_\_ NO \_\_\_

If YES, what is the name of the school district that ordered the expulsion:

Beginning and ending dates of the expulsion order: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

BY MY SIGNATURE BELOW, I certify that to the best of my knowledge the information provided in this application is true and correct, and further agree to the terms and conditions on the reverse side of this form.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_

**INTERDISTRICT ATTENDANCE PERMIT FOR SCHOOL YEAR 20\_\_ - 20\_\_**

DISTRICT OF RESIDENCE: GRANTED  DENIED

UNKNOWN TO DISTRICT

Reason(s) for denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature (School District of Residence) \_\_\_\_\_ Date \_\_\_\_\_

REQUESTED DISTRICT OF ATTENDANCE: GRANTED  DENIED

Reason(s) for denial: \_\_\_\_\_

\_\_\_\_\_

CONDITIONAL APPROVAL  Terms of conditional approval:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature (Requested School District of Attendance) \_\_\_\_\_ Date \_\_\_\_\_

Parent has the right to appeal the denial of an interdistrict transfer to the County Board of Education only after verification that appeal within the district(s) has been exhausted (E.C. 46601).

# **AGREEMENT REGARDING INTERDISTRICT TRANSFERS AND ATTENDANCE**

This Agreement is made between the Governing Boards of the resident and requested school district (district of attendance) in accordance with the provisions of Education Code sections 35160, 46600 et seq., and the parent/guardian/pupil identified in the IDT request.

## **TERMS OF AGREEMENT**

### **1. Procedure to be Followed. All requests must be approved by both districts in this order: 1st by the District of Residence (sending) and 2nd by the Requested District of Attendance (receiving):**

- a. Pupil shall be sent to the District of Residence who will provide the Request for Interdistrict Transfer form and will assist with completing the form. Once completed, parent will submit the form to the District of Residence for consideration of approval.
- b. The District of Residence will record time and date received and give parent a copy.
- c. The District of Residence will have five (5) school days to complete and give to District of Attendance.
- d. Pupils Moving to the Area: If pupil is not currently enrolled in any school within the area and is not known to District of Residence, District of Residence shall mark "unknown" to District of Residence.
- e. If no action has been taken after five (5) school days, parent may seek approval directly from the District of Attendance.
- f. The Requested District of Attendance, upon receipt of the form, will record time and date received and will have five (5) school days to consider approval.
- g. If the Request for Interdistrict Transfer form is approved by both the District of Residence and the District of Attendance, the pupil is enrolled as soon as possible into the District of Attendance.
- h. If the Request for Interdistrict Transfer form is denied by either or both the District of Residence and the District of Attendance, the parent may appeal to the Shasta County Board of Education within 30 days of either denial or refusal to issue an IDT permit.

**2. Length of Permit and Reapplication Requirements.** Notwithstanding Education Code section 46600, any interdistrict transfer permit issued under this Agreement is valid only for one year and pupils must reapply each year, except for pupils entering grade 11 or 12 in the subsequent school year. In its discretion, the District of Attendance may issue an Interdistrict Transfer permit for up to 5 years in length, subject to the District of Attendance's right to revoke the permit.

**3. Terms and Conditions for Permitting Transfer by Requested District of Attendance.** The Superintendent/designee of the District of Attendance may approve an interdistrict transfer pursuant to applicable board policy and regulations for reasons including but not limited to:

- The pupil is a victim of bullying, as defined under Education Code section 48900(r);
- To address the child care needs of the pupil;
- To address the pupil's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel;
- When the pupil has a sibling attending the school district of residence;
- To participate in a specialized program in secondary schools as long as there is space available after first serving and enrolling pupils that reside in the district;
- When the class and school enrollments in the district will permit the enrollment of additional pupils residing outside the district;
- When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the pupil to start that year in the district;
- To allow the pupil to complete the school year if their parent/guardian will be moving out of the district during the school year; or
- When there is a valid interest in a particular educational program not offered in the district of residence.

**4. Terms or Conditions for Denying Transfer by the District of Attendance.** The Superintendent/designee of the District of Attendance may deny an interdistrict transfer pursuant to applicable board policy and regulations for reasons including but not limited to:

- If school facilities are overcrowded at the relevant grade level and / or site;
- If district resources are limited; or
- Any other consideration so long as it is not arbitrary. However, once an interdistrict transfer permit has been approved, the Superintendent or designee of the District of Attendance may not revoke a pupil's interdistrict transfer permit during the effective period of the permit because of overcrowded facilities.

**5. Notice of Denial of Transfer.** Written notice of the denial of an interdistrict transfer permit shall be provided by the district denying the request. The notice shall advise the parent or guardian of all information required by Education Code section 46601 regarding appeals.

**6. Transportation.** Unless otherwise agreed to or required by law, a pupil attending a school other than his or her district of residence under this Agreement is not entitled to and shall not receive home to school transportation from either his or her district of residence or district of attendance.

**7. Costs of Transfer Pupils.** Unless otherwise agreed to or required by law, the costs associated with the education provided to and services rendered for transfer pupils under this Agreement shall be not be the responsibility of the District of Residence.

**8. Terms for Revocation of an Interdistrict Transfer Permit.** Parent / guardian agree that an interdistrict transfer permit may be revoked according to reasons stated in the District of Attendance's board policy and regulations, including but not limited to:

- a. If a pupil has been habitually truant or irregularly absent;
- b. If a pupil fails to maintain passing grades and / or satisfactory academic progress;
- c. If a pupil is subject to pupil discipline;
- d. If a pupil is recommended for expulsion; or
- e. If it is determined that information provided to support a transfer permit application is inaccurate, invalid, or falsified.