



**APPLICATION FOR INTERDISTRICT TRANSFER PERMIT
FOR SCHOOL YEAR 20__ -20__**

☐ New Application

☐ Renewal

Date Rec:

Time Rec:

Student'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 student enrolled in special education due to a learning, physical, or mental disability? YES ____ NO ____

If YES, parent/guardian (by signature below) approves the requested district to obtain a copy of the student's IEP/504 from District of Residence. **

NOTE: Provision of special education information is solely for informational purposes to assess services required.

Is the student currently facing disciplinary action? YES ____ NO ____

Is the student 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

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/Guardian has the right to appeal the denial of an interdistrict transfer to the Tehama 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/student identified in the Interdistrict Transfer Request.

TERMS OF AGREEMENT

1. **Procedure to be Followed.** All requests must be approved by both districts in this order: First by the District of Residence (sending) and Second by the Requested District of Attendance (receiving):
 - a. Student 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/guardian 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/guardian a copy.
 - c. The District of Residence will have ten (10) school days to complete and give to District of Attendance.
 - d. **Students Moving to the Area:** If student 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 ten (10) school days, parent/guardian 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 ten (10) 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 student 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/guardian may appeal to the Tehama County Board of Education within 30 days of either denial or refusal to issue an Interdistrict Transfer 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 students must reapply each year, except for students entering grades 11 or 12 in the subsequent school year. In its discretion, the District of Attendance may issue an Interdistrict Transfer Permit for up to five (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 Administrative Regulations for reasons including but not limited to:
 - The student is a victim of bullying, as defined under Education Code Section 48900(r);
 - To address the child care needs of the student;
 - When parent/guardian provides written evidence that they are employed within the requested district;
 - To address the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel;
 - When the student 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 students that reside in the district;
 - When the class and school enrollments in the district will permit the enrollment of additional students 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 student to start that year in the district;
 - To allow the student 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 Administrative 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/Designee of the District of Attendance may not revoke a student'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/guardian of all information required by Education Code Section 46601 regarding appeals.
6. **Transportation.** Unless otherwise agreed to or required by law, a student 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/her District of Residence or District of Attendance.
7. **Costs of Transfer Students.** Unless otherwise agreed to or required by law, the costs associated with the education provided to and services rendered for transfer students 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 agrees that an Interdistrict Transfer Permit may be revoked according to reasons stated in the District of Attendance's Board Policy and Administrative Regulations, including but not limited to:
 - a. If a student has been habitually truant or irregularly absent;
 - b. If a student fails to maintain passing grades and/or satisfactory academic progress;
 - c. If a student is subject to student discipline;
 - d. If a student is recommended for expulsion; or
 - e. If it is determined that information provided to support a transfer permit application is inaccurate, invalid, or falsified.