INTERDISTRICT TRANSFER APPLICATION FOR SCHOOL DISTRICTS IN ALAMEDA COUNTY

ALAMEDA COUNTY OFFICE OF EDUCATION
L. Karen Monroe, Superintendent

Step 1: ***To be completed by parent/guardian*** (Please print)
Interdistrict Transfers will not begin to be processed for the following school year until March 1 of each year.

School Year: ☐ Current year ☐ Future year 20_____- 20_____	Grade Requested	Date of Request
Student Name: (Last, First)	Birth Date	Gender ☐ Male ☐ Female
Current or Last School of Attendance	Current or Last District of Attendance	
School of Residence	School Requested	
District of Residence	District Requested	
Parent/Guardian Name	Contact number: ☐ Home ☐ Work ☐ Cell	
Email Address	Contact number: ☐ Home ☐ Work ☐ Cell	
Address	City/Zip	

Is the student currently pending disciplinary action or under an expulsion order? ☐ Yes ☐ No

Has the student ever been assessed for special education services? ☐ Yes: District(s)? _____ ☐ No

What special services has the student been found eligible for or received? (*Check all that apply; attach proof of enrollment in special program and most recent IEP including FAPE offer*.)
☐ Gifted (GATE) ☐ Section 504 ☐ Special education ☐ English Language Learner

If the student is receiving Special Education services, what is his/her current placement? (*Please attach IEP*.)
☐ Special Day (SDC) ☐ Resource (RSP) ☐ General Education with other accommodations/modifications
☐ Non-Public School (NPS) ☐ Pending Assessment

What is /are the reason(s) for the request? (*Check all that apply. See "Documentation Required" section for supporting evidence to justify reason(s)*.)
☐ Child Care (K-6 ONLY) ☐ Parent Employment ☐ Sibling ☐ Health & Safety ☐ Specialized Program
☐ Continuing Enrollment ☐ Complete Final Year at Current School ☐ Proposed Change in Residence ☐ Other (Please specify in a letter)

I have read the terms and conditions on page 2 of this application and understand the regulations and policies governing interdistrict attendance permits and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation **DOES NOT** guarantee that the request will be approved. **FALSIFICATION OF ANY INFORMATION INVALIDATES THIS TRANSFER APPLICATION.**

Parent/Guardian Signature _____ **Relationship to Student** _____

STEP 2: *District of Residence*

Decision: ☐ Approved ☐ Denied

Authorizing Signature: _____

Title: _____

District: _____

Comments: _____

_____

Date: _____

STEP 3: *Proposed District of Attendance*

Decision: ☐ Approved ☐ Denied

Authorizing Signature: _____

Title: _____

District: _____

Comments: _____

_____

Date: _____

Terms and Conditions

All applications must include a copy of the most current transcript, report card, attendance and discipline reports, most recent IEP (if eligible), and the documentation required to support the reason(s) for the interdistrict transfer request based on the chart below. All documentation must be attached to the application at the time of submission. Please note that incomplete applications will not be processed. Requests will be considered based on local board policies and individual merit.

Reason for Request	**Documentation Required**
Child Care **(K-6 Only)**	▪ Proof of employment of all parents/guardians who are involved in the student's life on a day–to-day basis – Copy of a recent pay stub – Letter on the employer's stationary verifying schedule (hours and days) and location of employment – If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from the adult, center, or organization providing day care – Name, address and contact information of the adult, center or organization – Child care license number and fees, if applicable – Hours of operation for the center or organization, or the hours that the student is under care – Length of time student has been under care by the adult, center or organization ▪ Letter from parent/guardian explaining the circumstance that an interdistrict permit is necessary under child care reasons
Parent Employment (If District of Attendance policy permits)	▪ Proof of employment of all parents/guardians who are involved in the student's life on a day–to-day basis – Copy of a recent pay stub – Letter on the employer's stationary verifying schedule (hours and days) and location of employment – If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from parent/guardian explaining the circumstance that an interdistrict permit is necessary under parent employment reasons
Sibling	▪ Name, grade and school where the sibling attends (sibling must already attend the proposed District of Attendance) ▪ Copy of sibling's last report card ▪ Copy of sibling's release permit from the District of Residence
Health & Safety	▪ Letter or report from a doctor, psychologist, or other appropriate person verifying health-related issues (if applicable) ▪ Police or school report supporting safety-related issues (if applicable) ▪ Letter from parent/guardian explaining the circumstance that an interdistrict permit is necessary under health and safety reasons
Specialized Program	▪ Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested ▪ Letter from parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is either unavailable or not comparable at the District of Residence
Continuing Enrollment	▪ Copy of student's last report card ▪ Letter from parent/ guardian stating the enrollment history (grade and school/district) of the student since kindergarten
Final Year	▪ Copy of student's last report card
Change in Residence	▪ Copy of escrow documents/ rental agreements

- An Interdistrict permit is granted or denied per the terms and conditions stipulated in a district's board policy.
- Approval by the District of Attendance is subject to space availability in the district and the district's capacity to provide special education services, if applicable.
- Approval may not be at the school site requested.
- Students who are eligible for Special Education Services may be asked to obtain an Inter/Intra-SELPA Agreement for Individuals with Exceptional Needs.
- A permit may be denied, revoked, or rescinded at any time by the District of Attendance for the following reasons:
  - Student is excessively tardy or absent from school, or is brought to school excessively early or left excessively late.
  - Student fails to uphold appropriate behavior standards.
  - Student fails to make appropriate academic efforts.
  - False or misleading information was provided.
  - Other conditions that occur that would render continuance unadvisable.
- Once an interdistrict permit has been granted, a student is not required to reapply, except that any student transitioning from elementary school to middle school and middle school to high school must apply for a new interdistrict attendance permit. A district may request a student to complete an annual Intent to Return form or other annual verification of interdistrict attendance that does not constitute a reapplication that can be denied. A School District of Residence or School District of Attendance shall not rescind existing interdistrict attendance permits for students entering grade 11 or 12 in the subsequent school year, except for revocation reasons stated above.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be eligible to participate at the new school. Parent/Guardian should check the CIF rules before submitting this application.
- No financial obligation shall be incurred by the District of Residence for services rendered under this agreement unless otherwise agreed to between the District of Residence and the District of Attendance.
- The parent/ guardian is responsible for providing transportation to and from school for all students, unless otherwise required by law for certain special education students.