



INTRA (within the District) DISTRICT STUDENT TRANSFER PROCEDURES

A student shall be assigned to a school in the attendance area in which he or she resides unless granted an Intra-District transfer according to policy FDB. The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another on that campus.

A student requesting a transfer from a home campus to a school outside their attendance zone shall apply and be evaluated in accordance with this policy and the District's transfer agreement. The Superintendent or designee is authorized to accept or reject any transfer request, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.

GUIDELINES FOR TRANSFER

Intra-District Transfers will be granted based on program availability. Program availability is defined as the ability to accommodate additional students without adversely impacting staffing, class size, instructional delivery, facility space, support services, the overall budget, and the best interests of the District. When approving Intra-District transfers, the following additional factors will be considered:

A student's demonstrated compliance with laws, rules, and policies contained in the District Student Code of Conduct and Student Handbook.

A student's successful attendance, as well as demonstrated timely drop off and retrieval.

A parent's demonstrated compliance with laws, rules and policies of the District.

The following guidelines apply to all Intra-District Transfers:

The district offers intra-district transfers for PEG or campus specific programs, as well as students who move between attendance zones, children of employees and parental preference.

A student who changes legal residence from one attendance area to another during the last six weeks of the school year is permitted to remain at his or her current campus until the end of the school year without the necessity to complete a transfer application if the student has an acceptable attendance and discipline record.

Transfers are effective for the current school year only. District approval of an Intra-District transfer request creates no right or expectation that the student will be admitted as

an Intra-District transfer student on that campus for any subsequent school year.

Transfers are approved for the named student only. District approval of an Intra-District transfer creates no right or expectation that another student from the same family will be admitted as an Intra-District transfer to that same campus.

Transfers are conditioned on the student maintaining acceptable levels of attendance, academic achievement, and compliance with the Student Code of Conduct throughout the entire school year. Acceptable levels are defined as:

Attendance that does not place the student at risk of losing credit under Education Code 25.092 or require the District to warn the parent or the student of truancy proceedings under Education Code 25.095;

Academic achievement that results in a passing grade in all courses by the end of the semester, and no more than one grade that is below passing at the end of the six weeks; and

Compliance with the District's rules and regulations, including the Student Code of Conduct, such that no offenses result in removal to a disciplinary alternative education program or expulsion, and no more than two (2) referrals are made within any grading period for other misconduct.

Transfers are conditioned on the parent complying with and observing all District policies and reasonable District and campus procedures and requirements.

If the transfer is revoked, revocation will be effective at the end of the six weeks grading period.

Intra-District transfer students are deemed "overflow" students for purposes of policy FDB (LOCAL) and will be subject to transfer to his or her home attendance zone to accommodate overflow on a last in, first out basis as provided by policy FDB (LOCAL).

The parent or the student will be responsible for transportation to and from the District school to which the student is assigned.

TRANSFER AGREEMENT

Once an application has been approved, the student shall not be enrolled until such time as the parent signs a transfer agreement. A transfer student and parent shall be notified in the written transfer agreement that both the student and the parent must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer being revoked or a request not being approved the following year.

TRANSFER APPLICATION PROCEDURES

1. The parent shall submit the intra-district transfer request application to the campus administration of the receiving campus beginning the Monday, May 7, 2018. All applications must be received by the May 31, 2018.
2. All applications will be certified with date and time they were received.
3. The receiving campus will send all applications to the Department of Curriculum & Instruction.
4. Transfers will be processed in the order they are received.
5. The Intra-District Transfer committee, selected by the Superintendent, shall review each application, consult with the requested campus principal, and obtain current information, as necessary, prior to finalizing the decision.
6. The Intra-District Transfer committee shall either accept or deny the request and provide written notification of the decision to the parent or guardian, the receiving campus, and the campus in the attendance area where the student's residence is located in the District. Written notification shall be provided by mid-July.
7. An approved transfer shall be valid for one school year as long as the student remains within the District's boundaries and maintains acceptable levels of attendance, academic achievement, and compliance with the Student Code of Conduct as addressed in the Transfer Guidelines above.
8. Providing false information shall result in the denial of a transfer application or revocation of an approved transfer.