

Information regarding Interdistrict Transfers

1. Requests for interdistrict transfer permits for students to enroll in another district must be received in the District Office beginning on and including April 15 up to and including April 30 of the year before the school year in which an outgoing transfer is sought. If April 30 is a Saturday or Sunday, the outgoing request must be received in the District Office on the Friday before either the Saturday or Sunday that is April 30.
2. The reasons for which the district may approve a transfer request:
 - When recommended by the School Attendance Review Board (SARB), county child welfare, probation, or a social service agency in documented cases of serious home or community issues that make it inadvisable for the student to attend in the district of residence;
 - When a student has brothers or sisters concurrently attending the same requested school;
 - When parent(s)/guardian(s) provide sufficient written evidence, as required by the district that the family will be moving to a new district within 60 days and would like the student to start the new year in the new district;
 - To allow a student to remain in his/her current school within two years of graduation or promotion from that school;
 - The student's desire to remain in his/her school of current attendance for the balance of the semester or school year despite his/her parent's or guardian's change of address;
 - To address the childcare needs of the student in K-8.
 - The student is a child of an active duty military parent/guardian
 - The student qualifies for an "Allen Bill" transfer
 - When there are special circumstances for *compelling* educational, social adjustment, or personal reasons beyond those stated above, the request will be referred to the Superintendent or Designee for a final decision.
3. The reasons for which the district may deny a transfer request:
 - Where approval of an interdistrict transfer permit would result in financial hardship to the district, as determined by the Superintendent or designee;
 - The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance. "Student transfers out" includes all types of student transfers, including, but not limited to, interdistrict transfers under Education Code 46600, "Allen Bill" transfers under Education Code 48204(b), and Open Enrollment Act transfers under Education Code 48350.
 - The County Superintendent of Schools has given the district a negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.
 - The Board determines that the transfer would negatively impact any of the following: (Education Code 48307)
 - A court-ordered desegregation plan

- A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31
- The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31
- Where the approval of an interdistrict transfer permit would cause the net number of outgoing student transfers to exceed 10% of the district's prior year revenue limit generating P-2 ADA. "Outgoing student transfers" includes all types of student transfers, including, but not limited to, interdistrict transfers under Education Code 46600, "Allen Bill" transfers under Education Code 48204(b), and Open Enrollment Act transfers under Education Code 48350.

Written notice of an outgoing student's denial of an ITP shall be provided within thirty (30) calendar days. Written notice of the denial of an IPT shall, in all instances, advise the parent/guardian of the student whose ITP has been denied of all information required by Education Code section 46601.

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with the parents/guardians in writing. (Education Code 46600.2)

4. A parent/student may appeal the denial of an interdistrict transfer to the County Board of Education Code section 46601. Parents/guardians may submit their appeal to the County Board within 30 days of the district's denial of the permit. The County Board then has 30 days, unless extended by an additional five days school days for good cause, to make its determination as to whether the student should be allowed to attend the district of proposed enrollment and the applicable period of attendance.
 - Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)
5. Applicable timelines for processing a request, including the following statements:
 - For an interdistrict transfer request received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.
 - For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.
6. Terms for revocation of an ITP: Except as otherwise limited herein, the Parties agree that an ITP may be revoked before the conclusion of the school year based upon the following reason:
 - If a student does not maintain a 95% attendance rate and/or a SART or SARB has been held;

- If a student does not maintain a 2.0 GPA on grades 4-8 or earns a D in a core subject area;
 - If a student has any ongoing discipline including suspension;
 - If a student is recommended for expulsion; or
 - If it determined that information provided to support an ITP application is inaccurate, invalid, falsified, or no longer applies.
7. If the student moves out of the district of residence into another district, the parent/student must reapply for a new interdistrict transfer permit (ITP) with the new district of residence.
 8. If a parent/guardian does not meet any timelines established by the district, it shall be deemed an abandonment of the request (not a denial of a request) and is not subject to an appeal as outlined in Education Code 46601.