

INTERDISTRICT TRANSFER PROCEDURES AND TIMELINES

How to apply for an Interdistrict Transfer:

Parents of students who reside outside of Santa Paula Unified School District (SPUSD) boundaries and wish for their student(s) to attend a SPUSD school will need to complete an Interdistrict transfer agreement form. This form must be **submitted to your district of residence for approval before submitting to SPUSD.**

Interdistrict transfer agreement forms are available at the SPUSD main office, 201 S. Steckel Drive, Santa Paula, CA 93060. For questions, you may call the Educational Services Division at 805-933-8804.

Interdistrict Transfer Form Approval:

Your Interdistrict transfer agreement form must be approved by the district of residence and by the requested district. If you are submitting an Interdistrict agreement to be released from SPUSD and wish to attend a district other than SPUSD you **MUST** begin the process at your district of residence.

How to complete the Interdistrict Transfer Form:

Complete the Interdistrict transfer agreement form and be sure to include a current phone number and email address. Submit your application to your district of residence.

All applications must:

- Be completed, signed and dated. Any information that is left blank will delay the transfer process
- If your student has a current 504 plan, annual review IEP, or triennial review IEP in place, signed copies of that documentation are required to be submitted with the application
- Include documentation to support the request for transfer (i.e. Specialized Program, Continuing Enrollment, Change in Residence, etc.). Information detailing reason for request and required documentation can be found on the back page of the Interdistrict transfer agreement form. If none applies, check 'Other' and include a letter explaining your rationale.

Submit the completed Interdistrict transfer agreement form, all accompanying documentation and documentation to support the request for transfer to your home school district for processing and approval. If you would like to mail you application, address is provided below for your convenience. ***Processing of your transfer for outgoing or incoming may take up to two weeks from the date your completed application is received. Failure to submit all supporting documents is deemed abandonment of the request.***

Mail:

Santa Paula Unified School District
Educational Services Division
201 S. Steckel Drive Santa Paula, CA
93060 **Email:**

[Olivia Lucio](mailto:olucio@santapaulaunified.org)

olucio@santapaulaunified.org **In Person:**

Santa Paula Unified School District – Main Lobby
201 S. Steckel Drive
Santa Paula, CA 93060

When can we submit our Interdistrict Transfer Agreement form to SPUSD?

For the 2019-2020 school year, interdistrict transfer agreements will be accepted beginning **January 7, 2019.**

PLEASE NOTE:

Non-resident students cannot register, obtain a registration packet or select a class schedule until the Interdistrict transfer form has been approved by SPUSD. If there is a wait list to attend an elementary school, applications will be placed on that list by the date the application is approved.

When will we know if our Interdistrict Transfer to SPUSD or out of District is approved? For current year, a transfer make take up to thirty calendar days from the date the request was received. For a future year request

the parent will be notified of a decision asap, but no later than 14 calendar days after the beginning of instruction in the school year for which the interdistrict transfer is sought. Once a decision has been made, you will be contacted by the Educational Services Division Department. It is the parent's responsibility to pick up their copy and submit a copy of the approved agreement along with all documentation submitted to the requested district. If the parent(s) are not available to pick up copies, the parent(s) can request the SPUSD Educational Services Division to have copies mailed to the parent(s) and the requested district. Once transfers are approved and families have received notification of approval, parents and students should visit their selected school to register.

Elementary School Interdistrict transfer requests PLEASE NOTE: Elementary interdistrict transfer approvals are subject to space availability in the district and may not be at the site requested. It may not be known if space is available for your child until the summer months or possibly as late as the first day of school. In ALL cases, you will receive a response via phone call or e-mail. You will be contacted by the school site when space becomes available.

Do we need to re-apply for an Interdistrict Transfer every school year?

No. Legislation which significantly changed the landscape for Interdistrict transfers was Assembly Bill AB 2444 (effective January 1, 2011). This law, incorporated into Education Code 46600, precludes any student enrolled in a district of attendance or on a interdistrict permit from having to reapply for an interdistrict transfer and requires the district of attendance to allow the student to continue to attend the school in which he/she is enrolled for the duration of their educational career. Parents do need to submit an Interdistrict Transfer Agreement "permit" when their child promotes from elementary school to middle school or from middle school to high school.

Please note: *Interdistrict transfers may be revoked at any time due to poor attendance, failure to uphold appropriate behavior standards, and failure to make appropriate academic effort.*

NOTE:

**Student(s) must first be released from SPUSD before attempting to enroll in another district. **

If your Interdistrict transfer agreement is not approved - there is an option to appeal the decision. Instructions to appeal will be sent via USPS mail.

For residents in Ventura County, additional information regarding the appeal process can be found via the below resources:

Interdistrict Appeal

Ventura County Board of Education

[Interdistrict Appeal Process](#)

**INTERDISTRICT TRANSFER AGREEMENT
FOR SCHOOL DISTRICTS IN VENTURA COUNTY**

EXHIBIT A

STEP 1: To be completed by parent/guardian (Please print)

<input type="checkbox"/> New Application		<input type="checkbox"/> Renewal
School Year: <input type="checkbox"/> Current year <input type="checkbox"/> Future year 20____ — 20____	Grade Requested	Date of Request
Student Name (Last, First)	Birth Date	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Current or Last School of Attendance	Current or Last District of Attendance	
School of Residence	District of Residence	
School Requested	District Requested	
Parent/Guardian Name	Contact Numbers: Home: _____ Work: _____ Cell: _____	
Address		
City/Zip	Email Address: _____	
Is the student currently pending disciplinary action or under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What special services has the student received? (Check all that apply and attach proof of enrollment in the special program.)		
<input type="checkbox"/> Gifted (GATE)	<input type="checkbox"/> Section 504	<input type="checkbox"/> Special Education <input type="checkbox"/> English Language Learner
If the student is receiving Special Education services, what is their current placement? (Please attach IEP.)		
<input type="checkbox"/> Special Day (SDC)	<input type="checkbox"/> Resource (RSP)	<input type="checkbox"/> Non-Public School (NPS) <input type="checkbox"/> Pending Assessment
What is/are the reason(s) for the request? (Check all that apply. See section on "Documentation Required" for a listing of proof/evidence required to support each reason checked.)		
<input type="checkbox"/> Child Care	<input type="checkbox"/> Parent Employment	<input type="checkbox"/> Sibling <input type="checkbox"/> Health & Safety <input type="checkbox"/> Specialized Program
<input type="checkbox"/> Continuing Enrollment	<input type="checkbox"/> Complete Final Year at Current School	<input type="checkbox"/> Proposed Change in Residence <input type="checkbox"/> Other (Please specify in a letter)

I have read the terms and conditions 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.

Parent/Guardian Signature: _____ Relationship to Student: _____

STEP 2: District of Residence	STEP 3: Proposed District of Attendance
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____	Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____
Comments: _____	Comments: _____
Authorizing Signature: _____	Authorizing Signature: _____
Title: _____	Title: _____
District: _____	District: _____

IMPORTANT: If the interdistrict transfer request is approved by the district of residence (Step 2), the parent/guardian is responsible for submitting a copy of the approved agreement AND the actual release permit along with all documentation submitted in Step 2 to the proposed district of attendance (Step 3).

All applications must include a copy of the most current transcript and/or report card and the documentation requested to support each reason provided. Below is a chart of documentation that must be attached to the application at the time of submission. Additional documentation may be required. Please note that incomplete applications will not be processed. Requests will be considered based on local board policies.

Reason for Request	Documentation Required
Child Care	<ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> - Copy of a recent pay stub; and - Letter on the employer's stationery verifying schedule (hours and days) and location of employment; or - If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from the adult, center or organization providing child care <ul style="list-style-type: none"> - 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 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 circumstances that an interdistrict permit is necessary for child care reasons
Parent Employment	<ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians working within the proposed district of attendance boundaries who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> - Copy of a recent pay stub; and - Letter on the employer's stationery verifying schedule (hours and days) and location of employment; or - If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary for parent employment reasons
Sibling	<ul style="list-style-type: none"> ▪ Name, grade and school where the sibling attends (sibling must already attend the proposed district of attendance) ▪ Copy of the sibling's last report card ▪ Copy of the sibling's release permit from the district of residence
Health & Safety	<ul style="list-style-type: none"> ▪ 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 for health and safety reasons
Specialized Program	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Copy of the student's last report card ▪ Letter from parent/guardian stating the enrollment history (grade and school/district) of the student since kindergarten <p>Please note: Continuing enrollment applies to students who move during the summer or during the school year and wish to continue at the last school of enrollment. This reason for a request can also apply to those districts that request that a student returns for a release permit when they are matriculating from one grade span and wish to continue on through the next grade span in the proposed district of attendance (such as from elementary to middle or from middle to high).</p>
Final Year	<ul style="list-style-type: none"> ▪ Copy of the student's last report card <p>Please note: Final Year is the highest grade served by the school. This reason for a request applies to students who move during the summer or during the school year and wish to continue at the last school of enrollment.</p>
Change in Residence	<ul style="list-style-type: none"> ▪ Copy of escrow documents; or ▪ Rental Agreement

TERMS AND CONDITIONS

- An interdistrict permit is granted or denied based on the terms and conditions stated in board policy.
- Once an interdistrict permit has been granted, a student is not required to reapply unless an agreement between the governing boards of the district of residence and the district of attendance states otherwise.
- A permit may be revoked at any time by the district of attendance for the following reasons:
 - Student is excessively tardy or absent from school, or student is brought to school excessively early or picked-up excessively late.
 - Student fails to uphold appropriate behavior standards.
 - Student fails to make appropriate academic efforts.
 - False or misleading information was provided on the Interdistrict Transfer Agreement and/or accompanying documentation.
 - Other conditions that occur that would render continuance inadvisable.
- Students entering grades 11 and 12 shall not have their permits rescinded by either district.
- Approval is subject to space availability in the district and may not be at the site requested.
- 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.
- Students who are either moving to or from the Ventura County SELPA and the Los Angeles County SELPA will be asked to obtain an Inter-SELPA Agreement for Individuals with Exceptional Needs.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- The parent/guardian is responsible for providing transportation to and from school.