

Application Date: ___/___/___

For School Year: _____

**East Side Union High School District
INTRA-DISTRICT TRANSFER REQUEST**

Student: _____ ID# _____ Grade: _____

DOB: ___/___/___ Age: _____ CC: _____ Sex: Female Male

Address: _____
Street Number/Name City/State/ZIP

Home: (____) Work: (____) Cell: (____)

Parent/Guardian Name: (Please Print) _____

Request is hereby made for an intra-district transfer for the student named above, from

_____ To: _____
Home School Requested High School

In the space below, state the reasons for requesting the Intra-District transfer. You may attach additional pages if more room is needed. Please read the information on the back of this form and attach any supporting documents required (i.e., medical statement, legal documents, etc.)

Parent/Guardian must sign if student is under 18 years of age.

_____ Parent/Guardian Signature _____ Student Signature

For APA Use Only: Date receiving school APA was contacted: _____

- APPROVED: without District Transportation
- APPROVED: with District Transportation
- DENIED
- Junior/Senior Privilege
- (IA) – Administrative Placement
- (IV)—Best Interest of Student
- (IX)—Involuntary - (Student committed expellable offense)

Status of Athletic Eligibility: _____

_____ Resident School APA Signature _____ Receiving School APA Signature
Date: _____ Date: _____

REGULAR INTRA-DISTRICT TRANSFER POLICY

Please read carefully. Incomplete applications will be returned.

UNDER NO CIRCUMSTANCES should the applicant or parent contact the school to which the student wishes to be transferred. All communication MUST be made through the home school.

1. This application and **all** requested supporting material must be completed and submitted to the Associate Principal at the student's high school of residence. Requests for transfer will be considered beginning mid-May of each school year.
2. The "home school" Associate Principal will review the application. If the request has merit, the home school Associate Principal will contact the school requested. The home school Associate Principal will grant or deny the transfer based upon the information provided by the applicant and upon the available space at the school requested.
3. The "Home School" Associate Principal's decision to grant or deny the requested transfer may be appealed to the home school principal.
4. In all cases, the burden of establishing the merit of the request for transfer rests with the applicant. The East Side Union High School District will not waive residential requirements EXCEPT when the need to do so is in the best interest of the student and the district.
5. Any falsification of information or any withheld information may result in denial of the intra-district request or the revocation of the intra-district privilege.
6. Failure to maintain acceptable academic achievement, attendance and social behavior may result in the revocation of the intra-district transfer. Achievement must be evident at each interim report card period.
7. All California Inter-Scholastic Federation and Central Coast Section rules and regulations regarding athletic eligibility shall apply to all students on intra-district transfers.

Special Education students must contact the Director of Special Services to request an intra-district transfer.

It is recommended that the renewal process begin prior to the end of the current academic year.