

# INTERDISTRICT TRANSFER PROCEDURES FOR PARENTS

Interdistrict applications are available throughout the school year at the District Office in Student Services, Wing D, James W. Dent Education Center, 1936 Carlotta Drive, Concord, CA 94519.

Interdistrict transfers may be denied if transfer would negatively impact the district based on an analysis of capacity or financial impact. A student's Interdistrict transfer may be denied or revoked because of excessive truancy or continual disruption of the educational program, or failure to progress towards graduation.

## PROCEDURES

- Interdistrict Transfer applications are to be completed, signed by parent and submitted by mail or in person to the Student Services Office, James W. Dent Education Center, 1936 Carlotta Drive, Concord, 94519.
- A Student Services Administrator shall render a decision, and notify the parents/guardians in writing of the approval or denial of the request.
- Interdistrict transfers are between school districts and are not approved for a specific school. In August, all approved Interdistrict transfer students are referred to schools with available space after local students and Intradistrict transfer students have been placed. Interdistrict transfer students are not enrolled in impacted schools.
- Students on Interdistrict transfers are deemed to be residents of the school district for the period of the transfer agreement. Such students are not considered residents of the school in which they enroll. **As such, these students may be displaced prior to September 15 of each school year by students who reside in the school's attendance area.**
- In cases where the request is denied pursuant to Education Code 46600, the parents/guardians may appeal the decision in writing to the Director of Student Services. The Director will confer with the parents/guardians in person before making a decision which shall be rendered in writing to the parent/guardian. If the Director upholds the denial, the parents/guardians shall be informed of their legal right to appeal this decision to the Superintendent or designee.
- In the event the Superintendent also denies a transfer request made pursuant to Education Code 46600, the parents/guardians shall be notified in writing of the reasons for the denial and informed of their legal right to appeal the decision to the County Board of Education, whose decision is final. This right of appeal to the County Board of Education does not exist for Interdistrict transfer requests made pursuant to the Education Code 48204(f), parent employment provisions.

**Transportation shall not be provided for students attending the district on the basis of an Interdistrict agreement.**

**The Interdistrict transfer of students may be permitted only when one or more of the following conditions exist:**

- It is the student's final year of attendance in an elementary (5th grade), intermediate/middle (8th grade), or high school (12th grade). An Interdistrict transfer granted for that final year does not guarantee an Interdistrict transfer for the following year.
- The parents/guardians of the student provide tangible proof of their imminent move into or out of the district, such as a rent receipt, escrow agreement, letter from contractor, or other documentation.
- The student receives child care within the boundaries of the district. To establish child care, the application must include verification of enrollment in a local child care program or a written statement from a private child care provider. A transfer based on child care needs shall only remain in effect so long as child remains at the child care provider within the school's attendance area. Parents/guardians must provide child care documentation annually.
- There is a compelling educational reason for transfer based on the safety of student and/or staff. Whether a particular case presents a compelling educational basis for transfer will be considered on an individual basis and on the merits of that particular case.

**Residency Based on Parent/Guardian Employment within District Boundaries**

District residency status may be granted to a student if at least one parent/guardian is **physically** employed within district boundaries. (Education Code 48204)

When applying for his/her child's admission to the district based on employment, the parent/guardian shall provide proof of physical employment within district boundaries. This evidence may include a paycheck stub or letter from his/her employer listing an actual address within district boundaries. Paycheck stubs or letters listing only a post office box as an address shall not be accepted. The parent/guardian must present proof of employment and location of employment annually.

Students enrolled in the district on the basis of parent/guardian employment shall not be required to reapply for enrollment in subsequent school years. Such students may continue to attend school in the district through the highest grade provided by the district, if the parent/guardian so chooses and if at least one of the student's parents/guardians continues to be physically employed within district boundaries, subject to the restrictions specified in law related to excess costs and negative impact on desegregation plans. (Education Code 48204)