

ORANGE COUNTY INTERDISTRICT TRANSFER AGREEMENT

To be completed by parent/guardian (Please Print)

New ☐ Renew ☐



Transfer requested for : <input type="checkbox"/> Current school year <input type="checkbox"/> Next school year 20_____ - 20_____	Student's Grade in 2017-2018	Date of Request
Student Name (Last, First)	Birth Date	
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 Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Email Address	Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Address	City/Zip	
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? <i>(Check all that apply and attach proof of enrollment in the special program.)</i> <input type="checkbox"/> Gifted (GATE) <input type="checkbox"/> Section 504 <input type="checkbox"/> Special Education <input type="checkbox"/> English Language Learner		
If student is receiving Special Education services, what is their current placement? <i>(Please attach IEP for New Applications)</i> <input type="checkbox"/> Special Day (SDC) <input type="checkbox"/> Resource (RSP) <input type="checkbox"/> Non-Public School (NPS) <input type="checkbox"/> Pending Assessment <input type="checkbox"/> Other: _____		
What is/are the reason(s) for the request? <i>(Check all that apply and attach supporting documents)</i> <input type="checkbox"/> Elementary 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"/> Change in Residence <input type="checkbox"/> Other (Attach supporting documents)		

I certify that my reason for this request is as follows: _____

I have read the terms and conditions and understand the regulations and policies governing interdistrict transfer agreements 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. I understand that this agreement is **for one school year only and must be renewed annually**. I understand the agreement may be revoked during the year based on the terms and conditions listed on the back of this agreement.

Parent/Guardian Signature _____ Relationship to Student _____

District of Residence

Decision: ☐ Approved ☐ Denied

Comments: _____

Authorizing Signature: _____

Title: Student Services Date _____

District: Capistrano Unified School District

Proposed District of Attendance

Decision: ☐ Approved ☐ Denied

Comments: _____

Authorizing Signature: _____

Title: _____ Date _____

District: _____

Parent initials indicate that the terms and conditions on Page 2 have been read.



TERMS AND CONDITIONS

- This interdistrict transfer agreement is valid only for the school year granted; the agreement expires at the end of each school year and must be renewed annually.
- This agreement 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 left excessively late.
 - Student fails to uphold appropriate behavior standards.
 - Student has poor academic performance.
 - Insufficient space in the school and/or grade level.
 - False or misleading information was provided.
 - Student or parent fails to follow school rules.
- Students entering grades 11 and 12 in the subsequent school year shall not have their agreements 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 agreement.
- Students who are eligible for Special Education Services may be asked to obtain an Inter/Intra-SELPA Agreement for Individuals with Exceptional Needs, in addition to the interdistrict transfer agreement.
- 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.

INTERDISTRICT TRANSFER AGREEMENTS

General Policy

The interdistrict transfer agreement process applies to those parents who wish their children to attend school in a district other than that in which they reside. All interdistrict attendance agreement requests must be initiated in the district of residence.

Interdistrict attendance agreements are valid for one year only and must be renewed annually, except for continuing student entering grades 11 or 12 in the subsequent school year. Interdistrict applications will be required if the student is a first time applicant in grades 11 or 12.

Parent/guardian must notify the school within two weeks of a change of residency and provide the school with proof of residency.

An approved interdistrict transfer agreement must be in effect between the district of residence and the school district of desired attendance before a student can attend the desired school.

Transportation, if needed, shall be the responsibility of the parent/guardian.

Childcare, if needed, shall be the responsibility of the parent/guardian.

Students transferring into the District (CUSD) from a non-accredited school will not receive credit for work done at that institution.

Students admitted to Capistrano Unified School District under the interdistrict transfer agreement process shall be assigned to schools where space is available at the discretion and determination of CUSD administration.

All students and schools are subject to all California Interscholastic Federation (CIF) athletic eligibility rules and regulations. Approved interdistrict attendance agreements should not be understood to mean that any CIF rules or regulations have been waived.

When an interdistrict transfer agreement is requested based upon the parent/guardian's place of employment, the District reserves the right to contact the employer to verify employment.

If the attendance, behavior and scholarship of the student are reviewed and any, or all, are found to be unsatisfactory, as determined by school administration, the transfer may be revoked, except for students entering grade 11 or 12 in the subsequent school year.

If an interdistrict transfer agreement request is denied, the parent or guardian has the opportunity to appeal the decision to Orange County Department of Education within 30-calendar days of the date of the denial. At the same time the parent or guardian has the opportunity to have the denial of the application reviewed by CUSD staff other than the person who denied the application.

CUSD reserves the right to deny interdistrict attendance agreement requests or release students for a variety of reasons: insufficient state aid; lack of documentation to support the request; lack of facilities either district wide or in a specific attendance area/school; lack of suitable or impacted special education programs; student's history of unsatisfactory attendance; scholarship or behavior.

A student, parent, or guardian found to have given a false address and/or other pertinent data as a basis for enrollment in any school in the District shall have the transfer revoked. The revocation shall be immediate and notice promptly given to the student and parent/guardian.

FINANCIAL CONDITIONS

Interdistrict attendance agreements shall be non-tuition unless Federal Impact Aid is involved. Under a non-tuition agreement, the financial apportionment for regular education students shall be credited to the district of attendance and not the district of residence.