

REQUEST FOR INTERDISTRICT TRANSFER



MARIN COUNTY
OFFICE OF EDUCATION

Complete one form for each student

STEP 1: TO BE COMPLETED BY PARENT/GUARDIAN

DATE OF REQUEST: _____ NEW REQUEST RENEWAL FROM PREVIOUS YEAR

TRANSFER REQUESTED FOR: CURRENT SCHOOL YEAR NEXT SCHOOL YEAR: 20____ - 20____

STUDENT FIRST NAME

STUDENT LAST NAME

BIRTHDATE

GRADE LEVEL FOR SCHOOL YEAR REQUESTED

DISTRICT OF RESIDENCE

CURRENT SCHOOL

DISTRICT OF DESIRED ATTENDANCE

SCHOOL REQUESTED

PARENT/GUARDIAN NAME: _____ CONTACT NUMBERS: _____

HOME ADDRESS: _____ CELL: _____

CITY/ZIP: _____ WORK: _____

EMAIL ADDRESS: _____ HOME: _____

IS THE STUDENT UNDER AN EXPULSION ORDER OR HAVE PENDING DISCIPLINARY ACTION? YES NO

EACH SCHOOL DISTRICT IN MARIN COUNTY HAS A POLICY WITH LOCALLY DETERMINED CRITERIA FOR ACCEPTING/DENYING/REVOKING INTERDISTRICT TRANSFERS. AFTER REVIEWING YOUR DISTRICT OF RESIDENCE AND DISTRICT OF DESIRED ATTENDANCE POLICIES, INDICATE THE REASON FOR REQUESTING THE TRANSFER, AND ATTACH A WRITTEN SUPPORTING EXPLANATION AND/OR DOCUMENTATION, IF NECESSARY. DISTRICT POLICY MAY ALLOW FOR REVOCATION OF A PERMIT FOR INTERDISTRICT ENROLLMENT BASED ON SUCH CRITERIA AS STUDENT BEHAVIOR, ATTENDANCE, AND ACADEMIC PERFORMANCE. DISTRICT POLICY MAY ALSO ALLOW FOR CONDITIONAL APPROVAL, DEPENDENT ON PROGRAM CAPACITY OR CLASS SIZE LIMITS.

REASON(S) FOR THE REQUEST FOR INTERDISTRICT TRANSFER (attach additional information, as needed):

I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED ON THIS FORM AND ANY ATTACHMENTS IS TRUE AND ACCURATE. I UNDERSTAND THAT THIS COMPLETED FORM MAY BE RELEASED BY THE DISTRICT OF RESIDENCE TO THE DISTRICT OF DESIRED ATTENDANCE AND TO THE MARIN COUNTY OFFICE OF EDUCATION. I UNDERSTAND THAT THIS INFORMATION MAY BE VERIFIED, AND INACCURATE OR FALSE INFORMATION MAY SUBJECT MY REQUEST TO DENIAL OR REVOCATION. I ALSO UNDERSTAND THAT THE INTERDISTRICT TRANSFER REQUEST MUST BE RENEWED ANNUALLY. I UNDERSTAND THAT THE BOARD POLICY OF THE DISTRICT OF DESIRED ATTENDANCE MAY CONDITION CONTINUING APPROVAL OF THIS REQUEST ON STUDENT BEHAVIOR, ATTENDANCE, AND ACADEMIC PERFORMANCE.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

STEP 2: DISTRICT OF RESIDENCE

Decision: Approved Denied Date: _____

Comments: _____

Authorizing Signature: _____

Title: _____

District: _____

STEP 3: DISTRICT OF DESIRED ATTENDANCE

Decision: Approved Denied Date: _____

Comments: _____

Authorizing Signature: _____

Title: _____

District: _____

PLEASE NOTE: If the interdistrict transfer agreement is approved by the district of residence (Step 2), the parent/guardian is responsible for submitting a copy of the approved application to the proposed district of attendance (Step 3).

PARENTS/GUARDIANS RIGHTS AND DUTIES

As a parent or legal guardian, you have the right to:

- Request an interdistrict transfer agreement from your district of residence. If one or both parents or legal guardians are employed within the boundaries of a school district that is not their district of residence, they may be eligible for residency with the district in which their place of employment is located, pursuant to the "Allen Bill"; see Education Code section 48204(b). This form should not be used to meet residency requirements under the Allen Bill. Additionally, this form should not be used for enrollment into a charter school.
- Receive a written copy of the local school board policy relating to interdistrict transfer requests from both the district of residence and the district you desire to attend. These policies stipulate the respective school board's policies about granting, denying, and revoking interdistrict transfers.
- Receive a written copy of the districts' interdistrict attendance agreements, if any, which stipulates the written agreement between the districts about interdistrict attendance permits.
- Discuss your reason for an interdistrict transfer request with your local district Superintendent or appointed designee.
- Appeal a school district's decision to deny a request for interdistrict transfer to the Marin County Board of Education. Such an appeal must be filed within 30 calendar days of the date of the school district's final denial. Please refer to the school district's governing board policy for further information.

TERMS AND CONDITIONS

Parents/Guardians are encouraged to review each of the relevant school district's governing board policies for further information and any additional rights.

- An Interdistrict Transfer is valid for no longer than one school year. The transfer expires at the end of the duration granted and must be renewed prior to its expiration. A school district may not require an interdistrict transfer renewal for a student entering grades 11 and 12 per California Education Code 46600(a)(4).
- Once granted, an Interdistrict Transfer may be revoked at any time by the district of attendance pursuant to their policies and regulations.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be immediately eligible to participate in the new school district upon transfer. Parents/guardians should check the CIF rules before requesting an Interdistrict Transfer Request.