



Santa Ana Unified School District

PUPIL SUPPORT SERVICES
Heidi Cisneros, Executive Director

Richard L. Miller, Ph.D.
Superintendent of Schools

January 4, 2016

Dear Parent/Guardian:

The Santa Ana Unified School District (SAUSD) offers a variety of options for students to apply for a transfer to a different comprehensive school. The purpose of this letter is to summarize the options available to your student. We encourage parents/guardians interested in transfers to apply at the earliest opportunity.

Who May apply for Inter of Intra District Transfers?	Application Dates
1. Students who wish to attend a different school in the district (including students who attend schools listed in option 2 below)	January 4 through February 29, 2016
2. Schools qualifying under the Romero Act: <ul style="list-style-type: none"> • Spurgeon Intermediate • Willard Intermediate • Century High School • Saddleback High School • Santa Ana High School • Valley High School 	March 1 st through March 31 st , 2016

How to Apply:

- Parents/guardians of student who wish to apply for any school within the District, excluding fundamental schools, may obtain an Intra District Transfer form from their current school site or online at www.sausd.us.
- Intra District Transfers request should be returned to your student's current school not later than February 29, 2016 by 4:00 p.m. If there are more requests than spaces available, a lottery will be held. Students who are not selected from the lottery will be placed on a waiting list. The student's current school will inform you if the transfer request has been accepted.
- Prior year's waiting list will no longer be valid; the new waiting list will only be active for the 2016-2017 school year.
- Intra District Transfers submitted after February 29, 2016 will be placed on a waiting list. Students will be called from the waiting list as space is available.
- Inter District Transfers requests should be submitted to the school being requested.
- Students who wish to enroll in a fundamental school must follow the specific fundamental school enrollment procedures and meet the deadlines as outlined by each school. Please see the fundamental Open Lottery Registration Guidelines and Timelines which can be found on our District website.

If you have any questions about the Open Enrollment process, please contact your home school or Maria VanQuackenbush, Pupil Support Services at (714) 433-3478.

Sincerely,

Heidi Cisneros
Executive Director

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