



Santa Ana Unified School District

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INTRA-DISTRICT TRANSFER AGREEMENT

To be completed by parent/guardian (please print).

Transfer Requested For : <input type="checkbox"/> Current School Year 20__ / __		<input type="checkbox"/> Next School Year 20__ / __		Date of Request	
Student Name (Last, First)				Student Number	
Birth Date		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Student's Current Grade	
				Student's Next Grade	
Address				City/Zip	
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	
Current or Last School of Attendance				Current or Last District of Attendance	
School of Residence		First School of Choice	Second School of Choice		Third School of Choice
Is the student currently pending disciplinary action or under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Reason for the Transfer Request					
<input type="checkbox"/> Parental Choice		<input type="checkbox"/> Program Improvement		<input type="checkbox"/> Open Enrollment	
				<input type="checkbox"/> Specified Reason	
If Specified Reason requested, check as many as apply.					
<input type="checkbox"/> Child Care (Supporting documentation required.)		<input type="checkbox"/> Sibling		<input type="checkbox"/> Parent Employment	
<input type="checkbox"/> Complete Final Year at Current School		<input type="checkbox"/> Junior/Senior Privilege		<input type="checkbox"/> Proposed Change in Residence	
<input type="checkbox"/> Specialized Program – Type of Program: _____		<input type="checkbox"/> Other (Please Specify): _____			
PROGRAM IMPROVEMENT TRANSFER REQUESTS (Answer questions A and B.)					
A. Will your child require transportation to school requested? <input type="checkbox"/> Yes <input type="checkbox"/> No					
B. If your first and second schools of choice are not approved, do you wish to be considered for a Parental Choice Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
• Parental Choice Transfers allow your child to request a transfer to any school in the district, including schools in Program Improvement.					
• If a Parental Choice Transfer is granted, the Parental Choice, Open Enrollment, and Specified Reason Transfer Request conditions listed below will apply.					
If a Program Improvement Transfer is granted, I understand the following:					
• The school of choice MUST be a Non-Program Improvement School.					
• When the school of residence (Program Improvement School) meets state standards, transportation will not be provided should the student remain at the school of choice.					
• First priority in assigning spaces and/or transportation will go to the lowest-achieving low-income students.					
• All CIF rules and regulations governing such transfers and athletic eligibility of your child are applicable.					
PARENTAL CHOICE, OPEN ENROLLMENT, AND SPECIFIED REASON TRANSFER REQUESTS					
If a Parental Choice, Open Enrollment, or Specified Reason Transfer is granted, I understand the following:					
• Parent/Guardian must provide transportation and will notify the school of attendance of any changes in conditions with reference to this permit.					
• All CIF rules and regulations governing such transfers and athletic eligibility of your child are applicable.					
• An approved Parental Choice Transfer obligates your student to remain at the school of choice for the duration of elementary, intermediate, or high school. If approved, the school of choice will become your home school.					
• Specified Reason Transfers may be revoked during the year based on the terms and conditions listed on the reverse of this agreement.					
QUESTIONS 1, 2, and 3 MUST BE COMPLETED FOR ALL REQUESTS					
1. Are any siblings attending the School of Choice? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Student's Name: _____		School: _____		Current Grade: _____	
Student's Name: _____		School: _____		Current Grade: _____	
2. Does the applicant receive Special Education Services? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If the student is receiving Special Education services, what is their current placement? (Please attach current IEP.)					
<input type="checkbox"/> Moderate-Severe(SDC)		<input type="checkbox"/> Mild-Moderate(RSP)		<input type="checkbox"/> Non-Public School (NPS)	
				<input type="checkbox"/> Pending Assessment	
3. What special services has the student received? (Check all that apply.)					
<input type="checkbox"/> Gifted (GATE)		<input type="checkbox"/> 504		<input type="checkbox"/> English Language Learner	
				<input type="checkbox"/> Other: _____	
				<input type="checkbox"/> None	
Parent/Guardian Signature: _____				Date: _____	

Principal of School of Residence: _____

Principal of Receiving School: _____ Recommended Not Recommended At Capacity

Authorizing Signature{PSS}: _____ DATE: _____ Approved Denied

INSTRUCTIONS

State law and District policy allow parents/guardians to select the school for their child to attend in the District provided the requested school is not at capacity. Parents/guardians are welcome to use the intradistrict transfer process for any school in the District except for the Fundamental Schools, which have their own enrollment process. If more students wish to attend a particular school than can be accommodated, the selection shall be by lottery.

1. Please complete the student information section. Be sure to indicate your child's current grade and the grade your child will be in during the school year for which you are requesting a transfer.
2. If your child is enrolled in a Special Education program, approval from the Special Education Department is required; the transfer is to be noted in the IEP.
3. Complete and bring this form to the School of Residence (your child's home school) for a conference with the principal to obtain his/her signature and then to the Receiving School (the school you are requesting for your child) for a conference with that school's principal for his/her signature.
4. Return this Intradistrict Transfer Request to the PSS office either by mail or in person. You will be advised of the action taken on this request. If approved, the PSS office will either forward it to the schools involved or hold it for you to hand-carry if you have so requested.

INSTRUCCIONES

La ley del Estado y las normas del Distrito permiten a los padres/tutores elegir la escuela a la que asistirán sus hijos en el Distrito siempre y cuando la escuela solicitada no esté al límite de su capacidad. Los padres/tutores pueden utilizar el proceso de traslado a cualquier escuela en el distrito a excepción de las escuelas fundamentales, las cuales tienen su propio proceso de inscripción. Si hay más alumnos que deseen asistir a una escuela en particular de los que pueden ser ubicados, la selección se hará por sorteo.

1. Por favor provea toda la información requerida acerca del alumno. Asegúrese de incluir el grado que el niño está cursando y el grado que estará cursando durante el año escolar para el cual se está solicitando el cambio.
2. Si su hijo/a está recibiendo servicios del programa de Educación Especial, es necesario tener la aprobación del Departamento de Educación Especial antes de solicitar este permiso. El traslado debe ser documentado en el Plan de Educación Individualizado. (IEP por sus siglas en inglés).
3. Complete y lleve esta solicitud a la *Escuela de Residencia* (la escuela que le corresponde a su hijo/a de acuerdo con el área en que viven) para tener una reunión con el/la director/a y obtener su firma y luego a la *Escuela de Preferencia* (la escuela a la que quieren cambiar a su hijo/a) para tener una reunión con el/la director/a y obtener su firma.
4. Regrese esta solicitud de traslado dentro del distrito a la oficina de Servicios de Apoyo al Alumno por correo o en persona. Si se aprueba, la oficina de Servicios de Apoyo al Alumno enviará la solicitud a las escuelas interesadas o la tendrá a su disposición para que usted pueda llevarla personalmente si así lo solicita.