

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 5117(a)

Students

Interdistrict Attendance

Parent Procedure

The parent/guardian completes the Interdistrict Transfer Form which is obtained from the Pupil Support Services Office. The parent/guardian must state the reason for the request in full. Decisions will be based on this information.

When the parent/guardian is requesting a transfer for reasons other than in AR 5117.1, the procedure below will be followed.

The parent/guardian will visit the pupil's neighborhood school. The school will notify the Pupil Support Services Office verifying that the visit was made.

The parent/guardian will have a conference with the Superintendent's designated representative. The Superintendent's designated representative will notify the Pupil Support Services Office verifying that the conference was held.

Pupil Support Services Office Procedure

The request will be reviewed and acted upon by the Director, Pupil Support Services or designee.

The parent/guardian will be notified in writing of the decision.

If approved, the request will be forwarded to the requested school district office for action on its part.

Approved transfers shall be valid for one year only.

Appeal Procedure

An appeal to a decision of the Director, Pupil Support Services, may be made to the Superintendent.

If the parent/guardian makes an appeal to the Superintendent, a copy of the request and a copy of the letter to the parent will be forwarded to the Superintendent's office.

The appeal to the Superintendent will be in writing.

The parent/guardian will be notified in writing of the decision of the Superintendent.

AR 5117(b)

If the Superintendent also denies the transfer request, the parent/guardian may appeal to the Board of Education. The appeal shall be in writing. The Board of Education may grant a hearing.

Parents and/or guardians may appeal the District's denial or refusal to process the interdistrict transfer request to the Orange County Board of Education after the above steps have been followed.

Parents and/or guardians may appeal the County Board of Education's denial for an interdistrict transfer to appropriate judicial agencies.