

INTERDISTRICT TRANSFER AGREEMENT

Please print clearly and press firmly (5 copies)

Please return to District of Residence:
Office of Student Information
Monterey Peninsula Unified School District
540 Canyon Del Rey, Suite 1
Monterey, CA. 93940

School Year _____ - _____
 ___ New Request
 ___ Renewal Request

REQUESTED SCHOOL: _____ **REQUESTED SCHOOL DISTRICT:** _____

STUDENT'S LAST NAME _____ FIRST NAME _____ DATE OF BIRTH _____ GRADE _____
 Enrolled in Special Ed? _____ (YES/NO)

Specific reason for request _____

APPLICATIONS FOR TRANSFERS SHALL BE CONSIDERED ONLY FOR THE FOLLOWING REASONS (SEE REVERSE)

My signature below indicates that I have read this statement and understand the following conditions, which apply through the Interdistrict Agreement process.

1. Parents must resubmit an Interdistrict Request each school year for approval.
2. Students may not be enrolled at requested school until Interdistrict Agreement is approved by both school districts, after it is determined that space is available in the requested grade/school.
3. Parents/Guardians are responsible for transportation of student.
4. If the request for a transfer is made during the school year and denied by the Director of Student Information, the parents/guardians shall be informed of the denial within 10 days of the date of application. If a transfer request is made prior to the commencement of a school year and is denied by the Director of Student Information, the parents/guardians shall be informed of the denial within 10 days after commencement of the academic year at the requested school.
5. The Director of Student Information shall request that the receiving district file an official acceptance or rejection notice on all Interdistrict applications.
6. A transfer will only be approved for reasons listed on the reverse side.
7. The Superintendent or designee may set a cap on the number of transfers out of MPUSD for any school year and may deny applications for interdistrict transfers because of overcrowding within district schools or limited district resources. (Board Policy / Administrative Regulations 5117).

PLEASE SEE REVERSE SIDE FOR INFORMATION ON APPEALING A DENIED REQUEST

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN NAME: _____ Work Phone: _____
 Home Phone: _____

ADDRESS: _____ **CITY:** _____ **ZIP:** _____

SCHOOL OF RESIDENCE: _____ **SCHOOL CURRENTLY ATTENDING:** _____

Monterey Peninsula Unified School District	District of Attendance
ACTION: _____ APPROVED _____ DENIED Comments: _____	_____ School District
	ACTION: _____ APPROVED _____ DENIED Comments: _____
BY: _____ Director of Student Information _____ Date _____	BY: _____ _____ Date _____

APPLICATIONS FOR INTERDISTRICT TRANSFERS SHALL BE CONSIDERED ONLY FOR THE FOLLOWING REASONS:

1. Medical: Considered only when student is under regular care of a licensed physician or a licensed mental health representative for severe health condition or problem which affects their ability to attend the school of residence.
2. Change of Residence: Verified future change of residence is an approved reason for transfer provided there is satisfactory evidence (escrow, building permit, verified rent deposit receipt) that there is to be a move to a home in another school attendance area.
3. Child Care: For students in grades K-6, childcare in a school attendance area different from the attendance area based on residence, is, upon verification, a basis on which a transfer may be granted.
4. Senior Students: Students who change residence from their area and school of attendance for their high school senior year may be permitted to continue to attend and graduate from the original school.
5. District Action: The District may transfer any student for extreme hardship purposes, student adjustment or disciplinary reasons.
6. Specialized Course or Program: Applies when a course, program, or attendance calendar situation is not offered in the home district with certain provisions. Contact the office of Student Information 392-3914 for further information.
7. Allen Bill - Under this law (the "Allen Bill"), parents of K-12 students who live in one district, but work within the boundaries of a second district may apply to have their students attend school in the district in which the parent works, rather than in the district of residence. Receiving districts have the right to determine whether to accept Allen Bill transfers and, if they do, to limit the number of incoming students.
8. Open Enrollment Act: The Open Enrollment Act provides students enrolled in one of the 1,000 "low-achieving" schools, hereinafter referred to as "Open Enrollment" schools, the option to enroll in a different school with a higher Academic Performance Index (API) than the pupil's school of residence. The Receiving District may choose the School of Enrollment based on availability.

APPEAL PROCESS:

The purpose of the appeal process is to provide parents/students an opportunity to present all concerns regarding a denied request for transfer or revocation of transfer. Since the district has the right to assign students, the process is not a legal one, but is provided to assure that decisions have been made on the basis of all relevant information. The first line of appeal would be to discuss the denial with the Director of Pupil Services (392-3914). If the parent/guardian/student wants to pursue the decision further, a request for a review of the case may be made to the Superintendent of Schools or designee.

APPEALS CALENDAR:

1. The second line of appeal may be made to the Superintendent of Schools or designee, within three school days from the date parents/guardians are notified that an appeal was denied by the Director of Pupil Services.
2. The decision relating to a second line of appeal shall be provided to the parents/guardians by the Superintendent of schools, or designee, in writing, within three days from the date of the appeal conference.
3. The third line of appeal may be made to the Board of Education. The Board of Education must take action on the appeal within 30 calendar days after the appeal is filed and inform the appealing party of their decision.
4. The fourth line of appeal may be made by the parents/guardians to the County Board of Education. The appeal must be made within 30 calendar days of the denial of the District Board of Education. The County Board of Education must take action on the appeal within 30 calendar days after the appeal is filed and inform the appealing party of their decision.
5. Failure to appeal within the required time is good cause for denial of an appeal.
6. The decision of the Board shall be final.