

Richmond Elementary School

Inter District Transfers

Policies & Procedures

Board Adopted April 15. 2021

If you live outside the Richmond Elementary School District (RESD) and wish to attend school within RESD school boundaries, a parent or legal guardian may apply for an Inter District Transfer request.



To start this process, a parent or legal guardian must first obtain an Inter District Transfer request from the school district of their legal residence. Your request **must be approved by your school district of residence** in order for RESD's process and consideration at. RESD will not review or consider requests that are denied by their school district of residence.

- **PLEASE NOTE: If your district of residence approves your inter district transfer request, this does not mean that you have been accepted into RESD. Please do not dis-enroll your student or try to register your student within the RESD school boundaries until you have received an official transfer decision notification from our Superintendent.**

If Your District of Residence Denies your Transfer Request

Appeal Process:

- Parent of legal guardian has the right to appeal this decision with the Lassen County Office of education located at 472-013 Johnsonville Road, Susanville, CA 96130. Should you wish to appeal, you must submit your request within 30 days following your district of residence action noted on your notification letter. (AR 5117, D)



Once your school district of residence approves your transfer, please bring it to our office in order to begin the RESD application process. Please provide the following **records from the past 2 years** with your application:

- Transcripts and/or report cards (*Ed Code 48309; AR 5117 C*)
- Attendance records (*Ed Code 48309, AR 5117 D*)
- Behavior/Discipline (if any) (*Ed Code 46601. AR 5117 D*)
- If Receiving Services – Copy of the 504 or IEP plan (*Ed Code 48305, AR 5117 B*)

All transfers are considered based on the following:

- Review of the required documentation
- Availability within pace/program determined by current and projected enrollment needs
- **Board Policy** BP 5117 and AR 5117
- If approved, transportation must be provided by parent or legal guardian.

Denials and Revocations

Denials

The Superintendent or designee **may deny** initial inter district transfer requests according to board policy [BP 5117](#) and [AR 5117](#). Denials can be due to, but not limited to, the following:

- Limited district resources
- Overcrowding of school requested or grade level
- Does not meet board policy BP 5117 and AR 5117

Revocations

Inter district transfer requests may also be **revoked or rescinded** under the following conditions:

- If a student fails to follow appropriate behavior standards set by RESD's Student Handbook
- If a student demonstrates unsatisfactory attendance (absent more than 5% of the school year), tardies or SARB referral
- Student is unable to maintain grades of "C average" or better in all classes
- Falsifying student records
- Any other reason deemed valid that the district feels would be in the best interest of the student and or the district.

Students who have had an inter district transfer revoked, rescinded, or if the student is under consideration for expulsion or expelled **may not** appeal the district's decision, but may complete a Universal complaint Procedure .



INTER DISTRICT TRANSFER TIMELINES

- RESD will start accepting inter district transfer request for the **future school year** on the first Monday of May in each school year. Parent, or legal guardian, who submits a **NEW** request must provide all required documents for the application to be considered complete. Parents, or legal guardians, will be notified by the middle of July, OR, no later than 14 calendar days after instruction has commenced for the requested school year.
- A parent, or legal guardian, who submit a transfer request for the **current school year** must provide all the required documents for their request to be processed. All transfer decisions will be notified by mail within 30 calendar days from the date RESD receives the request.
- If a failure for parent, or legal guardian, fails to meet the required timelines established by RESD, their inter district transfer request will be considered abandoned.

TRANSFERS OUT OF RESD TO ANOTHER DISTRICT

If you reside in RESD or just moved into RESD and wish to attend a school outside the RESD school boundaries, please fill out [the attached Inter District Transfer Request](#) and email it to Ms. Goni at jgoni@richmondelementary.com. Forms are also available at the Richmond Main Office located at 700-858 Richmond Road, Susanville, CA 96130 for your convenience. The RESD Inter District Committee processes inter district requests at the end of May and the end of July each year. Notifications happen within a week thereafter, via USPS mail. Once RESD has completed our required section of the form, please follow up with the requested school district to obtain their transfer decision notification letter.