

RICHMOND ELEMENTARY SCHOOL

700-585 Richmond Road
Susanville, CA 96130

APPLICATION FOR INTER-DISTRICT TRANSFER PERMIT

New Application

Renewal

Application for School Year: _____ to _____

PART A (Parent/Guardian to complete and return to District of Residence)

Student Name: _____ Birthdate: _____ Grade _____
 Parent/Guardian Name: _____ Phone: _____
 Address (Street, City, State, Zip): _____
 Last School Attended: _____ District: _____
 School of Residence: _____ District: _____
 Requested School: _____ District: _____

What is/are the reason(s) for the request? (Check all that apply)

Complete current school year only
 Continuing enrollment
 Child Care needs (explain): _____
 Proposed change in residence (explain): _____
 Sibling Attending (name, grade level, and school): _____
 Recommended by SARB/Probation/CPS (explain): _____
 For reasons of personal or social adjustment (explain): _____
 Other (explain): _____

Is the student currently pending disciplinary action? Yes No
 Is the student currently under a suspension of expulsion order? Yes No
 Has the student been expelled in the past? Yes No
 What special services has the student received? Special Education Section 504
 Gifted (GATE) English Language Learner

Is the student is receiving Special Education, what services are they receiving?
 Special Day (SDC) Resource (RSP) Non-Public School (NPS)
 Designated Instructional Services Pending Assessment Services

I declare under penalty of perjury that the foregoing information provided is true and accurate. I understand that this information may be verified and inaccurate or false information may subject my request to denial or revocation. I understand that my child must comply with the attendance rules and discipline policies in accordance with Richmond Elementary School Board Policies. I understand that if my child is not in compliance with these policies, this transfer request may be revoked.

Signature of Parent/Guardian _____ Date _____

PART B (to be completed by Districts)

ACTION OF DISTRICT OF RESIDENCE
 Approved Conditional Approval Denied

Reason: _____

By: _____
Authorized Representative Date

Title: _____

Terms of Conditional Approval: _____

ACTION OF DISTRICT OF DESIRED RESIDENCE
 Approved Conditional Approval Denied

Reason: _____

By: _____
Authorized Representative Date

Title: _____

INTERDISTRICT TRANSFER AGREEMENT

This agreement is made between the Governing Boards of the resident and requested school districts in accordance with the provisions of Education Code section 46600 et seq., and Education Code section 35160. The school districts are referred to in the Agreement collectively as the "Parties". This Agreement applies only to these Parties.

TERMS OF AGREEMENT

The Parties agree as follows:

1. Parents/guardians have the following rights:
 - To request an interdistrict attendance permit from parent/student's district of residence to the district parent/student desire student to attend.
 - To receive a written copy of local school board policies relating to interdistrict attendance agreement requests from both the district of residence and the district student desires to attend.
2. Effectiveness of Agreement. This Agreement shall become effective as soon as both the district of residence and requested school district have ratified the Agreement. This Agreement is effective only with regard to students enrolled in grade levels mutually maintained by the Parties.
3. Terms and Conditions for Permitting a Transfer by the District of Attendance. The Superintendent or designee of the requested school district may approve an ITP for a student under this Agreement based upon any of the following reasons:
 - Student is enrolled or accepted in a program not available in the district of residence;
 - To meet the student's special mental, physical, educational, health, or safety needs as certified by a physician, school psychologist, or other appropriate school, medical, or law enforcement personnel;
 - When recommended by the School Attendance Review Board (SARB), county child welfare, probation, or a social service agency in documented cases of serious home or community issues that make it inadvisable for the student to attend in the district of residence;
 - When a student has brothers or sisters concurrently attending the same requested school;
 - When parent(s)/guardian(s) provide sufficient written evidence, as required by the district that the family will be moving to a new district within 60 days and would like the student to start the year in the new district;
 - To allow a student to remain in his/her current school within two years of graduation or promotion from that school;
 - The student's desire to remain in his/her school of current attendance for the balance of the semester or school year despite his/her parent's or guardian's change of address;
 - To address the childcare needs of the student in K-8.
 - When there are special circumstances for compelling educational or personal reasons beyond those stated above, the request will be referred to the Superintendent or Designee for a final decision.

If the student moves out of the district of residence into another district, the parent/student must reapply for a new interdistrict transfer permit (ITP). **[Moved from introduction paragraph to here]**

4. Terms or Conditions for Denying a Transfer by the District of Attendance. The Superintendent or designee of the requested school district may deny an ITP for a student under this Agreement based upon any of the following reasons:
 - If school facilities cannot accommodate additional students and/or are overcrowded at the relevant grade level;
 - Transfer would negatively impact desegregation plans;
 - Transfer would require the school district to create a new program to serve the student (except that the district may not deny a student with disabilities or an English Learner); or
 - Any other consideration so long as it is not arbitrary.
5. Notice of Denial of Transfer. Written notice of the denial of an ITP shall be provided by the district denying the request. Written notice of the denial of an ITP shall, in all instances, advise the parent/guardian of the student whose ITP has been denied of all information required by Education Code section 46601.
6. District Appeal Process. A parent/student must exhaust all appeals within the district before he/she may appeal the denial of an interdistrict transfer to the County Board of Education, in accordance with Education Code section 46601.
7. Transportation. Unless otherwise agreed to or provided for by law, a student attending a school other than his/her district of residence under this Agreement is not entitled to and shall not receive home to school or school to home transportation.
8. Costs of Transfer Students. Unless otherwise specifically provided for by law, the costs associated with the education provided to, and services rendered for, transfer students under this Agreement shall not be the responsibility of the district of residence.
9. Terms for Revocation of an ITP. Except as otherwise limited herein, the Parties agree that an ITP may be revoked before the conclusion of the school year based upon the following grounds:
 - If a student does not maintain a 95% attendance rate and/or a SART or SARB has been held;
 - If a student does not maintain a 2.0 GPA in grades 4-8 or earns a D in a core subject area;
 - If a student has any ongoing discipline including suspension;
 - If a student is recommended for expulsion; or
 - If it is determined that information provided to support an ITP application is inaccurate, invalid, falsified, or no longer applies.