

## **Interdistrict Transfer Policy (SSDA 44)**

### **Intent of Policies**

The purpose of these policies is ensure that students have currently existing school district choice options regardless of ethnicity, primary language, literacy, or special needs. There are two (2) ways in which an interdistrict transfer could occur, which are discussed below.

1. Interdistrict Transfer/Reciprocal Agreements
2. District of Choice

### **Interdistrict Transfer/Reciprocal Agreements**

The District may, with Board approval, enter into an agreement with two or more school districts for the interdistrict attendance of students who are residents of the districts. The agreement will not exceed five school years.

The District's agreement will stipulate the terms and conditions under which the District will permit, deny, or revoke an interdistrict transfer. However, the District will not rescind existing transfer permits for students entering grade 11 or 12 in the subsequent school year.

The District's Attendance Supervisor will be responsible for issuing an individual permit verifying the District's approval of an interdistrict transfer.

### **Interdistrict Transfer Priorities and Procedures**

The District will give priority to a student who is a victim of an act of bullying committed by a student of the school district of residence under an existing interdistrict attendance agreement. If the District does not have an attendance agreement, the District will give additional consideration in the creation of an interdistrict attendance agreement.

### **Procedures**

1. The District will approve or deny an interdistrict attendance request in the current term within thirty (30) calendar days after the student's parent or legal guardian makes such a request, when the District has entered into an interdistrict attendance agreement. When an interdistrict attendance agreement does not exist, the District will enter into such agreement within thirty (30) calendar days after the student's parent or legal guardian makes an interdistrict attendance request.
2. The District will approve or deny an interdistrict attendance request within fourteen (14) calendar days after the commencement of instruction of a new term, when the student's parent or legal guardian makes such a request no later than thirty (30) calendar days

before the commencement of instruction in that school district, and the District has entered into an interdistrict attendance agreement. When an interdistrict attendance agreement does not exist, the District will enter into such an agreement within fourteen (14) calendar days after commencement of instruction of a new term.

3. If the District fails to approve an interdistrict transfer request or, in the absence of an interdistrict attendance agreement, fails to enter into such an agreement, within the timelines specified above, the District will advise the individual making the request of their right to appeal to the county board of education.
4. The District will provisionally admit a student who resides in another school district pending the decision of the two districts for a period not to exceed two months.

### **Grounds for Approving Interdistrict Transfer Request**

The District shall deny an interdistrict transfer request unless a student's request presents information to support one or more of the following grounds to approve the request, as per the Santa Cruz County Request for Interdistrict Attendance Permit form:

- Child Care
- Specialized or unique educational program
- Mental or physical health and/or safety needs
- Recommendation of SARB and/or county agency for home or community problems
- Complete current school year or remain with a graduating class
- Moving into district in the immediate future
- Siblings attending
- Other

### **Right to Appeal**

If the District denies an interdistrict attendance request, the student's parent or legal guardian may appeal the denial to the Santa Cruz County Board of Education within thirty (30) calendar days of receiving notice of the District's denial of the request.

### **Communication to Parents and Guardians**

The District will post application information on its Internet Web site which will include any applicable forms, the timeline for transfer, and an explanation of the selection process the District implements.

1. The District will ensure that communications to parents are factually accurate.
2. The District will not target individual parents or residential neighborhoods on the basis of the student's actual or perceived academic or athletic skill or other personal characteristics.

3. The District will provide communication regarding transfer opportunities in all languages for which translations are required in the District.

### **Procedural Requirements**

1. The District will notify a parent in writing whether an application has been provisionally accepted or rejected, or whether a student has been placed on a wait list, no later than February 15 of the school year prior to the school year for which the student is requesting to transfer.
  - a. If the student is rejected, the District will include, in the written notification to the parent, that the number of students applying to transfer exceeded the capacity of the District and that the student was not selected at the random drawing.
  - b. If a student is accepted, the District, will notify the school district of residence no later than February 15 of the school year preceding the school year for which the student is requesting to be transferred.
  - c. The District will make a final acceptance or rejection of an application no later than 90 days after receipt of such application. If an application is submitted less than 90 days before the beginning of the school year for which the student seeks to be transferred, the District will accept or deny the application before the commencement of the school year.
  - d. The District will automatically renew a transfer each school year unless the District chooses to no longer accept transfer students.
2. The District may fill vacancies from a waiting list until May 1 preceding the school year for which the student is requesting a transfer.
3. The District will not accept transfer applications after May 1 preceding the school year for which the student is requesting a transfer.

### **Reporting Requirements**

1. The District will keep an accounting of all transfer requests and a record of all dispositions of those requests that will include, but is not limited to:
  - a. The number of requests granted, denied, or withdrawn. In the case of denied requests, the records shall indicate the reasons for the denials;
  - b. The number of students transferred out of and into the District;

- c. The race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals, and the school district of residence of each of the students transferred in and out of the District; and
    - d. The number of students who are classified as English learners or identified as individuals with exceptional needs.
  2. The District will report this information to the District board at a regularly scheduled meeting.
  3. No later than October 15 of each year, the District will report the information required above for the current school year, in addition to information regarding the District's status as a school district of choice for the upcoming school year, to each school district that is geographically adjacent to the District, and the county office of education in which the District is located.