

Interdistrict Transfer Policy (SSDA 44)

The governing board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

Interdistrict Transfer/Reciprocal Agreements

The District may, with Board approval, enter into an agreement with one or more other school districts for the interdistrict attendance of students who are residents of the districts. The interdistrict attendance agreement will not exceed five school years and will stipulate the terms and conditions under which the districts will permit, deny, or revoke an interdistrict transfer.

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a completed request form from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent, Registrar, or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Interdistrict Transfer Procedures

1. All requests to transfer into or out of the District must include the appropriate completed form and all required supporting documentation. Requests with incomplete forms or lacking required supporting documentation will not be considered or approved unless or until a complete request has been received. Required documentation includes:
 - a. Current individualized education plan (IEP) or 529 plan, if any
 - b. Documentation supporting the reason(s) stated on the request for the transfer
 - c. Any other documentation required by the interdistrict transfer request form
2. The District has received an interdistrict transfer request when one of the following has happened:
 - a. Parents/guardians, who are residents of the District, submit a complete request to transfer their student out of the District to another school district, OR
 - b. The District receives an approved and complete request, with all required supporting documentation, from another school district for a student wishing to transfer into the District
3. The District will approve or deny all interdistrict transfer requests on the following timeline:
 - a. Within thirty (30) calendar days after the District receives the request for requests for the current school year.

- b. By fourteen (14) calendar days after the start of the next school year for requests received for the next school year.
4. When reviewing an interdistrict transfer request, the district of desired attendance may request attendance, behavior, and academic progress records from prior schools.
5. If the District denies an interdistrict transfer request or fails to approve a request within the timelines specified above, the District will provide written notice to the individual making the request of their right to appeal to the county board of education within thirty (30) calendar days. Appeals made after thirty (30) calendar days following notification of the denial will not be considered.
6. The district will begin accepting interdistrict transfer requests into or out of the district for the next school year beginning November 1 of the current school year.
7. Applications will be approved or denied through an unbiased process which will be applied to all applicants in a uniform manner.
8. A parent or guardian's failure to meet the District's established timelines will be deemed an abandonment of the transfer request.
9. Unless other arrangements have been made, should the student not enroll or attend within twenty (20) calendar days of the first day of school or expected start date, an interdistrict transfer request will be null and void.
10. All interdistrict transfer requests for students transferring into or out of Pacific Elementary School District must be renewed annually.

Grounds for Approving Interdistrict Transfer Request

The following are reasons why the District might approve an Interdistrict Transfer Request:

1. Renewing an existing interdistrict transfer so the student can continue at the same school
2. Completing the current school year or remaining with a graduating class
3. Siblings attending the requested District
4. Mental or physical health and/or safety needs
5. Recommended by the School Attendance Review Board (SARB) and/county agency for home or community problems
6. The family is moving into the District in the immediate future
7. Child care is located in the District
8. Specialized or unique educational program (not including special education programs)
9. Parent/Guardian is employed at least 10 hours per week, Monday-Friday, within the District boundaries
10. Other compelling reasons

Reasons to Deny or Revoke an Interdistrict Attendance Request

The Superintendent may deny or revoke an interdistrict transfer request for any of the following reasons:

1. There is insufficient space in the school and/or grade level.
2. The student is excessively tardy or absent from school, or a student is brought to school excessively late or leaves excessively early.
3. The student fails to uphold appropriate behavior standards.
4. The student has poor academic performance.
5. False or misleading information was provided.
6. The application is incomplete or does not have all required supporting documentation.
7. The parent/guardian fails to meet the District's established timelines.
8. The parent/guardian is repeatedly inaccessible for purposes of receiving notices, obtaining consent, or communicating with district personnel as necessary, appropriate, or required by law.
9. The student or parent/guardian fails to follow school rules.
10. There is a change in qualifying circumstances.
11. The transfer into the District would require the District to create a new program to serve that student. (Education Code 48303)
12. The student has failed to take any examination that they are required to take by State or Federal law, or by District policy.

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 all applicable forms, the timeline for transfer, and an explanation of the selection process the District implements.

Transportation

The District shall not be obligated to provide transportation for students who attend school on an interdistrict transfer permit.