

## **Frequently Asked Questions About Transfer Applications**

### **1. What is an intradistrict transfer and an interdistrict transfer?**

An intradistrict transfer is a transfer between two schools within the San Ysidro School District and is based on your home address. For example, you live in San Ysidro and your school of residence is Willow, but you want your child(ren) to go to La Mirada. You would need to complete an intradistrict transfer request.

An interdistrict transfer is a transfer between two districts and is based on your home address. For example, you live in Southbay Unified and your school of residence is Nicoloff, but you want your child(ren) to attend Sunset. You would need to complete an interdistrict transfer request.

### **2. What are the timelines for transfer requests for the 2022-2023 school year?**

Intradistrict and interdistrict transfer applications are available on the district's website ([www.sysdschool.org](http://www.sysdschool.org)) and at the District Office. Applications can be submitted for the 2022-2023 school year beginning March 1, 2022. The priority window for completed forms to be turned into the District Office closes on May 14, 2022.

Processing of all transfer applications will begin in June 2022. However, per California Education Code the district will notify a parent/guardian submitting a future year request of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which the transfer is sought.

### **3. What are the timelines for transfer requests for the current school year?**

California Education Code mandates that for requests submitted during the regular school year, districts shall respond within 30 days of submitting the request.

### **4. How do I know if my transfer has been approved?**

You will receive a copy of the completed transfer form by mail. If the transfer has been approved, you must enroll your child within two weeks from the date of the transfer approval notification. If the transfer has been disapproved, you must enroll your child at your school of residence. All transfers are based on available space and resources at the requested school.

### **5. Do I have to fill out an Intradistrict transfer every year?**

Intradistrict transfers are required to be filled out every year (K-8). Additionally, a new intradistrict transfer form will need to be completed for the current school year if you move from inside the district to an address outside of your child's school of residence (i.e., moving from San Ysidro Middle School's area to Vista Del Mars' area).

A new interdistrict transfer form will need to be completed for the current school year if you move from inside the district to an address outside the school district or between two districts (i.e., moving from San Ysidro to Southbay).

**6. Where can I get transfer applications?**

Intradistrict and interdistrict transfer applications are available on the district's website ([www.sysdschools.org](http://www.sysdschools.org)) and at the District Office. Applications can be submitted for the 2022-2023 school year beginning March 1, 2022. The priority window for completed forms to be turned into the District Office closes on May 14, 2022. Transfers applications turned in after this day may not be considered until the start of the new school year.

**7. Can I complete more than one transfer application at a time?**

You are welcome to complete both an intradistrict and interdistrict transfer request for your child. We only ask that you notify the district of your final decision so we may offer any available space to other students.

**8. Can I put more than one school on the transfer application?**

Yes, however, be sure to identify which school is your first and/or second choice.

**9. Is transportation provided to students on transfers?**

No, transportation is the responsibility of the parent(s)/guardian(s).

**10. I live outside of San Ysidro and my child will be attending middle school next year. Do I need to fill out a transfer application?**

If your child is attending an elementary school on an approved interdistrict transfer, you must submit a new transfer application for them to attend a middle school within San Ysidro.

**11. Where do I enroll my child while his/her transfer application is being reviewed?**

Your child must remain enrolled and attend his/her current school and/or his/her school of residence while the transfer application is under review.

**12. I have moved outside of my child's current school's boundaries but I want them to continue attending. Do I need to fill out a transfer application?**

At any point during the school year or over the summer, if you have moved to an address outside of your child's current school's boundaries and would like them to continue attending that school, you will need to submit a new transfer application. Otherwise, you must enroll your child at his/her new school of residence.

**13. What can I do if my transfer application is not approved?**

Transfer applications are space and resource dependent. Every effort is made to accommodate enrollment at requested schools, however there are times when it is not possible to approve a transfer application.

If your child's intradistrict transfer application has not been approved, you may contact the district's Educational Services Department to schedule a meeting for an appeal.

If your child's interdistrict transfer application has not been approved, there is an appeal process that has been established by the San Diego County Office of Education. Please review the information on your child's interdistrict transfer application.

**14. Where can I get more information on transfer applications?**

Information is available on the district's website ([www.sysdschools.org](http://www.sysdschools.org)) and at the District Office in the Pupil Services Department.