



San Ysidro School District  
Pupil Services Department

**Intra-District Transfer Application**

**5454Section A: Parent/Guardian Completes this Section (Please Print Legibly and Use Ink)**

<b>Request for School Year:</b> <input type="checkbox"/> 2024-2025 <input type="checkbox"/> 2025-2026	<b>Student Status:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuing	<b>Grade Requested:</b>
<b>School Attending:</b> <input type="checkbox"/> La Mirada <input type="checkbox"/> OVHS <input type="checkbox"/> Willow <input type="checkbox"/> Smythe <input type="checkbox"/> Sunset <input type="checkbox"/> VDM <input type="checkbox"/> SYMS	<b>School of Residence:</b> <input type="checkbox"/> La Mirada <input type="checkbox"/> OVHS <input type="checkbox"/> Willow <input type="checkbox"/> Smythe <input type="checkbox"/> Sunset <input type="checkbox"/> VDM <input type="checkbox"/> SYMS	<b>School Requesting:</b> <input type="checkbox"/> La Mirada <input type="checkbox"/> OVHS <input type="checkbox"/> Willow <input type="checkbox"/> Smythe <input type="checkbox"/> Sunset <input type="checkbox"/> VDM <input type="checkbox"/> SYMS
<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
<b>Current Grade:</b> <b>Date of Birth:</b>	<b>Is student currently receiving any of the following services?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, circle the services:    IEP    504 Plan	
<b>Parent/Guardian Name:</b>	<b>Cell Phone:</b>	<b>Parent is an active-duty Military Officer:</b>
<b>Home Address</b>	<b>City</b>	<b>Zip Code</b>

**Reason for Request**

Our address has changed, and I prefer for my child(ren) to remain at current school

Special Curricular Program: Explain \_\_\_\_\_

District Employee: Site \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Other (please specify): \_\_\_\_\_

**Please read the following:**

I understand that my request can be approved only by the Pupil Services Department of the San Ysidro School District and only if space is available. I also understand that students who live within the school's boundaries have first priority for placement at the school. Upon approval of this Intra-District Transfer, I understand that my child(ren) will attend the desired school of attendance and I MUST re-apply for re-admission to the school annually. I also understand that there are conditions that must be met to retain the transfer, and if these are not met, this transfer may be **revoked** upon written notification.

- I agree to the following conditions:**
1. I will provide transportation to and from school
  2. My child will arrive to school on time and will be picked up from school daily at dismissal time.
  3. My child will maintain satisfactory attendance.
  4. My child will follow the school's rules and disciplinary policy.
  5. I will provide the school with annual proof of residency in the district.
  6. I will keep the school up-to-date with current phone numbers of responsible adults who can be called in an emergency to pick up my child(ren) at school.

**I have read and understand the regulations and policies governing intra-district attendance permits (on reverse side) and I hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate and is subject to verification.**

\_\_\_\_\_ Date \_\_\_\_\_

**Section B: For DISTRICT use only**

**Request has been:**

**Approved**  
Parent/guardian must contact school within 2 weeks to enroll the student. Failure to enroll student within 2 weeks will result in the transfer no longer being valid, and you will need to re-apply if you are still interested in transferring your child.

**Denied:**

**Lack of capacity in grade level or program requested**

\_\_\_\_\_ Date \_\_\_\_\_



San Ysidro School District  
Pupil Services Department  
**Intra-District Transfer Application**

**Regulations Covering Intra-District Application**

- 1) The Board of Education has set up attendance boundaries for each elementary school in the San Ysidro School District.
- 2) All pupils are required to attend the school in the area where they reside or to which they have been assigned, except when permission to attend another school in the district has been granted by the school district administration and an Intra-District transfer has been issued.
- 3) Intra-District Transfer may be granted for the following reasons:
  - A. **Health or Physical Handicap.** Health conditions that prevent a child from going to a particular school must be verified by a physician.
  - B. **Personal and Social Adjustment.** Adjustment cases will be verified by the Pupil Services Department and the School of Residence. These are to be made on trial basis for school or academic adjustment only.
  - C. **Senior Pupils.** Senior pupils may be permitted to continue in the school that they have attended just prior to their move to another area. Senior pupils are those in the highest grade of an elementary school.
  - D. **Contemplated Change of Residence.** Contemplated move is sufficient cause for a temporary Intra-District Transfer, provided written evidence (rental contract, purchase contract, escrow loan papers, etc.) is provided verifying that a home in another area has been chosen.
  - E. **Child Care.** Childcare arrangements in another school area is, upon verification, a basis upon which an Intra-District transfer be granted. Name, address, and telephone number of the childcare provider must be included under "Reason for Request." Parents must immediately notify school of attendance of any changes in childcare status.
  - F. **Proximity of School.** Pupils who live within the attendance area of one school but live within walking distance of another school may apply to attend the closer school, if there is room available in that school.
- 4) Once approved, an Intra-District Transfer is valid for the school year while the conditions stated in the application are maintained. Intra-District Transfers need to be renewed annually and are subject to space.
- 5) The following procedure for applying for an Intra-District Transfer has been established:
  - A. Application must be completed by a parent or guardian.
  - B. Application must be submitted to the Pupil Services Department, San Ysidro School District, 4350 Otay Mesa Road, San Ysidro, CA 92173; Telephone: (619) 428-4476, Extension 3078.
  - C. The parent will be notified via email of the action taken by the Pupil Services Department.
- 6) The application form is NOT a permit. While the application is pending, the pupil MUST attend the School of Residence or the school where he/she has been attending up to the time of the application.
- 7) The District will not provide transportation for any student granted an Intra-District Transfer. **Transportation is the responsibility of the parent/guardian.**