

# **Student Transfers**

## **Priority Window for 2024-2025 Student Transfer Applications**

**March 4th, 2024, to May 24th, 2024**

*Transfer applications for the 2024-2025 school year will be accepted from March 4th through May 24th, 2024. Requests received after **May 24th, 2024**, may not be considered until the start of the new school year. Transfer applications submitted are approved pending on available space at the desired school and if all conditions were met during the school year 2023-2024. Should a school receive more transfer requests than there are spaces available, approval will be determined through a random, unbiased selection process to establish the order in which transfers will be approved and to initiate a waiting list.*

### **Timeframe for District Response**

The district will notify the parent/guardian via email of their decision within timeframes specified below:

Education Code 46600-46603 provides the following timeframes for notifications:

- For requests submitted during the regular school year, districts shall respond within 30 days of submitting the request.
- 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 Inter-District transfer is sought.
- Transfers can be dropped off at the Pupil Services Department at the District Office (4350 Olay Mesa Road, San Ysidro, CA, 92173) during normal business hours (Monday-Friday; 9:00 am - 4:00 pm).
- Processing of all transfers received during March and April will begin in April once the registration window opens for all schools. Notification of application status (approved, not approved, on hold) will subsequently be made via email, phone call, or by mail.

**While your application is pending, your child must attend school in the district of residence, a charter school, a private school, or other option complying with California compulsory education requirements.**

Neighborhood school attendance areas are established to optimize the use of school facilities and to avoid crowded conditions. Parents/guardians, however, may request an Intradistrict transfer to schools within SYSD or Interdistrict transfer to schools in other school districts.

### **Intra-District Transfer**

**INTRA-DISTRICT** transfers are from one school to another school within the San Ysidro School District

[Intra-District Attendance Governing Board Policy](#)

- ❖ Applications for **new** Intra-District Transfers may be submitted from **March 4th through May 24th, 2024**, at the SYSD District Office in Pupil Services.
- ❖ Applications for **renewal** Intra-District Transfers may be submitted from **March 4th through May 24th, 2024**, at the SYSD District Office in Pupil Services.

**Transfer Renewals:** Students currently attending school on an approved Intra-District transfer permit are required to resubmit a new application for approval each school year in order to continue at the same school.

**Students who Move:** If you have moved or plan to move into a new attendance area and wish to have your child remain at his/her current school, you will need to submit a **NEW** Intra-District Transfer Permit form for consideration.

Please complete the [Intra-District Transfer Application Form](#), including the terms and conditions and return it to the Pupil Services Department at the District Office.

### **Inter-District Transfer**

**INTER-DISTRICT** transfers are from one district to another district.

[Inter-District Attendance Governing Board Policy](#)

- ❖ **Outgoing** (new and renewal) Inter-District Attendance Transfer Permits will be processed beginning in April 2024, with an approved District Agreement.
- ❖ **Incoming** (new and renewal) Inter-District Attendance Transfer Permits will be accepted beginning March 4, 2024. Notifications of application status will begin in June 2024.

### **OUTGOING INTER-DISTRICT TRANSFER REQUESTS**

Parents/students who live within the San Ysidro School District and wish to attend a school in another school district must complete the Application for [Inter-District Attendance Permit \(Form #341-SS\)](#). This form **MUST** then be submitted to the San Ysidro School District and a signature must be obtained, releasing the student from San Ysidro School District, prior to submitting the application to the desired district.

## **INCOMING INTER-DISTRICT TRANSFER REQUESTS**

Parents/students who live outside of the San Ysidro School District and wish to attend a school in the San Ysidro School District must complete the Application for [Inter-District Attendance Permit \(Form #341-SS\)](#) This form MUST then be submitted to the home district where a signature must be obtained, releasing the student to the San Ysidro School District, prior to submitting the application to the San Ysidro School District.

### **Important Information**

- Transportation is the responsibility of the parent/guardian.
- Please read the application carefully and complete the application in its entirety. Be sure to include all required documentation; an incomplete application will delay the review process.
- Falsification of information on a request form shall result in denial of the request or revocation of enrollment already granted.
- Inter-District Transfer Applications will be processed when there is a District-to-District Agreement in place.
- Parents/guardians will be notified via email, phone call, or by mail regarding the outcome of the transfer.
- Transfers can be revoked at any time for failure to comply with the terms and conditions of the application.
- While a transfer is pending, the student must remain at the school of current attendance until the transfer is approved.
- If the request for transfer is APPROVED, you will have 2 weeks to enroll the student in the school for which the transfer was approved. Failure to enroll the student within 2 weeks will result in the transfer being deemed to have been abandoned and the parent/guardian will need to re-apply for the transfer if they are still interested.

## **ADD THE LINK TO THE NEW FAQ'S**