

# STUDENT TRANSFERS

## Priority Window for 2021-2022 Student Transfer Applications

March 15, 2021 to May 14, 2021

Requests received after **May 14<sup>th</sup>** may not be considered until the start of the new school year.

*\*Due to continued growth in the Ocean View Hills community,*

**NO NEW** transfers will be approved for Ocean View Hills Elementary School\*

Transfer applications submitted are approved pending available space at the desired school. 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(due to COVID 19) 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.
- Processing of all transfers received during March and April will begin in June. Notification of application status (approved, not approved, on hold) will subsequently be made via email.

**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 Intra-District transfers to schools within SYSD or Inter-District transfers to schools in other school districts. Transfer requests are generally approved, as long as space is available.

### 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](#)

# STUDENT TRANSFERS

- ❖ Applications for **new** Intra-District Transfers may be submitted from **March 15 through May 14, 2021**, via email to: [Transfers@sysdschools.org](mailto:Transfers@sysdschools.org).
- ❖ Applications for **renewal** Intra-District Transfers may be submitted from **March 15 through May 14, 2021**, via email to: [Transfers@sysdschools.org](mailto:Transfers@sysdschools.org).

**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 via email to: [Transfers@sysdschools.org](mailto:Transfers@sysdschools.org).

## 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 2021, with an approved District Agreement.
- ❖ **Incoming** (new and renewal) Inter-District Attendance Transfer Permits will be accepted beginning March 15, 2021. Notifications of application status will begin in June 2021.

## **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**

## STUDENT TRANSFERS

- 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.
- Parent/guardian will be notified by e-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 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.

# STUDENT TRANSFERS

## 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 2021-2022 school year?

Intradistrict and interdistrict transfer applications are available on the district's website ([www.sysdschool.org](http://www.sysdschool.org)) and at Pupil Services at the District Office. Applications can be submitted for the 2021-2022 school year beginning March 15, 2021. The priority window for completed forms to be turned into the District Office closes on May 14, 2021.

Processing of all transfer applications will begin in June 2021. 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 via email. 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 only required to be filled out once for elementary school (K-6) and once for middle school. 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). A new transfer form will not be required each year

# STUDENT TRANSFERS

if your child was enrolled in the same school the previous year and has not moved to a new home address. 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 School District.

## **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)). Applications can be submitted for the 2021-2022 school year beginning March 15, 2021. The priority window for completed forms to be turned into the District Office closes on May 14, 2021. 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 attending 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?**

## **STUDENT TRANSFERS**

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 Pupil 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)), at the District Office in the Pupil Services Department and at all San Ysidro school sites.