

Student Transfers

Priority Window for 2023-2024 Student Transfer Applications

March 8 to May 26, 2023

Transfer applications for the 2023-2024 school year will not be accepted prior to March 8, 2023.

Requests received after **May 26** 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 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 Otay 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 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

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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](#)

- ❖ Applications for **new** Intra-District Transfers may be submitted from **March 8 through May 26, 2023**, at the SYSD District Office in Pupil Services.
- ❖ Applications for **renewal** Intra-District Transfers may be submitted from **March 8 through May 26, 2023**, 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 2023, with an approved District Agreement.
- ❖ **Incoming** (new and renewal) Inter-District Attendance Transfer Permits will be accepted beginning March 8, 2023. Notifications of application status will begin in June 2023.

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

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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.
- Parent/guardian will be notified via email 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.

[2023-24 SYSD Transfer Application FAQs English](#)