

Transfers

2020-2021 Student Transfer Application Window is OPEN

Transfer applications for the 2020-2021 school year, are currently being accepted via a contactless process. We are processing all transfer applications through an electronic process. Requests received after **June 1st** 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 at the following school: 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 by US mail 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 interdistrict transfer is sought.
- Transfers Applications can be downloaded here:
 - [Interdistrict](#) (Outgoing & Incoming)
 - [Intradistrict](#) (Between SYSD Schools)
- Transfers can be submitted by:
 - Scan the application and supporting documents and email them to: transfers@sysdschools.org
 - Send the application to:
SYSD-Educational Services, Transfers
4350 Otay Mesa Road
San Ysidro, CA 92173
- **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.**

Thank you for your patience as school districts throughout the county work to move their offices to a virtual model to maintain safety and health guidelines outlined by the state. If you have any other questions, please contact Ms. Sara Almeida sara.almeida@sysdschools.org.

Transfers

Neighborhood school attendance areas are established to optimize the use of school facilities and to avoid crowded conditions. Parents/guardians, however, may request intradistrict transfers to schools within SYSD or interdistrict transfers to schools in other school districts. Transfer requests are generally approved, as long as space is available.

Intradistrict Transfer

INTRADISTRICT transfers are from one SCHOOL to another SCHOOL within the San Ysidro School District
[Intradistrict Attendance Governing Board Policy](#)

- ❖ Applications for **new** Intradistrict Transfers may be submitted from **March 1 through May 1, 2020**, at the SYSD District Office in Educational Services.
- ❖ Applications for **renewal** Intradistrict Transfers may be submitted from **March 1 through May 1, 2020**, at the SYSD District Office in Educational Services.

ARTICULATING STUDENTS - Students who live within the district that are articulating from elementary school to middle school must submit a **NEW [Intradistrict](#)** Transfer Request form if they wish to attend a middle school other than the school of residence.

STUDENTS WHO MOVE - If you have moved or plan to move into a new boundary area and wish to have your child remain at his/her current school, you will need to submit a **NEW [Intradistrict](#)** Transfer Permit form for consideration.

Interdistrict Transfer

INTERDISTRICT transfers are from one DISTRICT to another DISTRICT.
[Interdistrict Attendance Governing Board Policy](#)

- ❖ **Outgoing** (new and renewal) Interdistrict Attendance Transfer Permits will be processed beginning in June 2020, with an approved District Agreement.
- ❖ **Incoming** (new and renewal) Interdistrict Attendance Transfer Permits will be accepted for processing beginning March 1, 2020.

OUTGOING INTERDISTRICT 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 [Interdistrict Attendance Permit \(Form #341-SS\) form-English](#). This form MUST then 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.

Transfers

INCOMING INTERDISTRICT 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 [Interdistrict Attendance Permit \(Form #341-SS\) form-English](#). 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 could delay the review process.
- Falsification of information on a request form shall result in denial of the request or revocation of enrollment already granted.
- Interdistrict Transfer Applications will be processed when there is a District-to-District Agreement in place.
- Parent/guardian will be notified 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 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.

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 2020-2021 school year?

Transfers

Intradistrict and interdistrict transfer applications are available on the district's website (www.sysdschools.org) and at the District Office. Applications can be submitted for the 2020-2021 school year beginning March 1, 2020. The priority window for completed forms to be turned into the District Office will remain open, however, applications received after June 1st may not be considered until the start of the new school year.

Processing of all transfer applications will begin in June 2020. 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 phone call and 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 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 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) and at the District Office. Applications can be submitted for the 2020-2021 school year beginning March 1, 2020. The priority window for completed forms to be turned into the District Office closes on May 1, 2020. Transfers applications turned in after this day may not be considered until the start of the new school year.

Transfers

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?

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?

Transfers

Information is available on the district's website (www.sysdschools.org), at the District Office in the Educational Services Department and at all San Ysidro school sites.