

Kingsburg Joint Union High School District

Interdistrict Transfer Procedures & Information

Definitions

District of Residence: The district your residence resides within. The district whose boundary encompasses your home's address. The district otherwise required to enroll your student pursuant to the compulsory education requirements. (Section 48200)

District of Desired Attendance (District of Proposed Enrollment): The district you would like your child to attend. The district whose boundary does not encompass your home's address.

Interdistrict Transfer Agreement/Permit Form (IDF): An Agreement/Permit between "district of residence" and "district of desired attendance".

Terms of the Interdistrict Transfer Agreement/Permit: Academic Performance (2.0 or above); Student behavior/discipline; Attendance/Tardy Issues/SARB. Kingsburg Joint Union High School District requires ANNUAL RENEWAL of Interdistrict Transfer Agreement/Permit Forms regardless of grade level.

Employment –Related Transfer Permits: If at least one of the student's parent/guardian is employed within the district's boundaries for a minimum of 10 hours per school week may qualify for the use of an *Employment-Related Transfer Agreement/Permit*. An *Employment-Related Transfer* is not an Interdistrict Transfer Permit, but rather is an alternative way of establishing residency within a district. It is a separate form, *Employment-Related Transfer*, (see KJUHSD.com > *District Information* > *Forms/Calendars*). Both the "district of desired attendance" and the "district of residence" are involved in the approval process. District is not required to grant employment-related transfers.

Note: Full-time independent study is not available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204.

Procedures to Leave KJUHSD (District of Residence) to Another School District

To obtain enrollment by “*Interdistrict Transfer Agreement/Permit Form*” into your District of Desired Attendance:

Overview of the two step process: Approval at District of Residence to leave the district AND Approval into the District of Desired Attendance

1. The *Interdistrict Transfer Agreement/Permit Form* is first processed at your district of residence.

Once the form is completed and submitted to your district of residence, the form is processed by the superintendent and/or the governing board stating final approval or denial of the request. If approved, the ID Form will be sent to the district of desired attendance, where you are requesting enrollment for your child.

2. Once the district of desired attendance receives the approved ID Form, it will be approved or denied by the Superintendent and/or Board of Trustees. Once processed, a letter will be mailed with the results.

Revoked or Cancelled After Approval:

Interdistrict Transfer Permits/Agreements, if approved, may be cancelled/revoked at any time during the school year for any of the following reasons:

1. Overcrowded classrooms
2. Poor attendance
3. Poor academic performance
4. Poor citizenship
5. Providing false information in making this request
6. Going through the SARB process
7. District programs are impacted
8. Any other reason consistent with the district of desired attendance’s board policies/administrative regulations which is set forth on a transfer permit provided to parent/guardian

Interdistrict Agreement/Permit Denied & Appeal Process:

If the Interdistrict Agreement/Permit Form request is denied, an accompanying notice will be included in your results letter, *Interdistrict Transfer Appeals, (BP 5117)*, copy provided at end of document.

Notes Regarding District of Desired Attendance Is Kingsburg Joint Union High School District (KJUHSD)

- The full cycle of approval or denial by district of residence and district of desired attendance can take up to two months, according to regular board meeting dates. Therefore, it is always recommended to begin the process as soon as possible.
- The process always begins with the district of residence. Please call or visit your local school district for detailed procedures and guidance.
- Once an ID Form is received from a district of residence, it is processed as quickly as possible, usually within a 30 day time frame. Interdistrict Permits are Board of Trustees approved at monthly board meetings. District will rarely consider pre-approval, and if so, on a case by case bases.
- Once an IDT Form is submitted, the process is ongoing between the districts ONLY. There are no other procedures needed from the family.
- KJUHSD does not accept copies of the Interdistrict Agreement/Permit Form. They must come directly from the district of residence.
- If a family is seeking an Interdistrict Permit due to child care needs, proof of child care residence in the district boundaries must be submitted with the Interdistrict Transfer Permit.
- Interdistrict Transfer Permits can be denied for the following reasons:
 - District at maximum capacity, limited resources or overcrowding
 - Program of specific need is impacted, (Example: Special Education)
 - Student qualifications are not adequate in regards to academics, attendance or discipline.
 - False information is provided on the Interdistrict Permit
- A future year's ID Form request will be processed as soon as possible, and no later than 14 calendar days after the start of instruction for the school year for which the interdistrict transfer is sought.
- Should the request be approved, the request will be valid for one year only and **must be renewed annually** no later than March 30th regardless of grade level. It is the responsibility of the permit holder to annually renew without notice from the district.
- Failure to meet the district of desired attendance established timelines will be deemed an abandonment of the transfer request. Student will be referred back to the district of residence.
- The school district of residence and the school district of desired attendance shall not rescind existing transfer permits for students after June 20th following the completion of grade 10, or for pupils in grade 11 or 12.

- A school district of residence shall not prohibit the transfer of a student who is a child of an active military duty (uniformed service of the U.S.; National Guard; State Military Reserve), a foster youth, a victim of bullying, homeless or migratory, to the school district of desired attendance, if approved. Denial can occur due to district at maximum capacity.
- Superintendent and/or governing board can provisionally admit a pupil who resides in another school district, pending a decision of the board of the two school district, regarding the interdistrict attendance, as long as reasonable evidence that a final decision is pending.
(AB 2826)
- Any notifying letters will conform to the translation requirements of Section 48985.