

WSCUHSD
Administrative Regulation 5116.1 - Intradistrict Attendance Transfer
Administrative Regulation 5117 – Interdistrict Attendance Transfer
Exhibit 2 – Board Approved Dec. 12, 2013

TIMELINE FOR INTRADISTRICT TRANSFER APPLICATIONS AND INTERDISTRICT TRANSFER APPLICATIONS

INTERDISTRICT TRANSFER APPLICATIONS TO LEAVE WSCUHSD TO ATTEND ANOTHER DISTRICT

Dates Applications Accepted	District Reply
Any business day	Within 30 days of district receipt

CONTINUING INTRADISTRICT AND INTERDISTRICT TRANSFER APPLICATION WINDOW
 (pertains to Continuing Applications only, not to New Applications)

WINDOW FOR CONTINUING APPLICATIONS FOR NEXT SCHOOL YEAR

Dates Applications Accepted	Order of Consideration	District Reply By	Accepted Applicants Must Confirm and Return Contract By	Process if Available Slots are Filled	Accepted Wait List Applicants Must Confirm and Return Contract By
CONTINUING INTRADISTRICT TRANSFER APPLICATIONS					
February 1 through February 28 by 4:00 PM	1 st – Random lottery to fill available slots	March 30	April 30, 4:00 PM	Random lottery to establish wait list; District notify wait list applicants by May 30	June 30, 4:00 PM
CONTINUING INTERDISTRICT TRANSFER APPLICATIONS					
February 1 through February 28 by 4:00 PM	2 nd – Random lottery to fill available slots	March 30	April 30, 4:00 PM	Random lottery to establish wait list; District notify wait list applicants by May 30	June 30, 4:00 PM

WINDOWS FOR NEW INTRADISTRICT AND INTERDISTRICT TRANSFER APPLICATIONS
(pertains to New Applications only, not to Continuing Applications)

NEXT SCHOOL YEAR NEW APPLICATION WINDOW #1

Dates Applications Accepted	Order of Consideration	District Reply By	Accepted Applicants Must Confirm and Return Contract By	Process if Available Slots are Filled	Accepted Wait List Applicants Must Confirm and Return Contract By
NEXT YEAR NEW INTRADISTRICT TRANSFER APPLICATIONS WINDOW #1					
February 1 through February 28 by 4:00 PM	3 rd – Random lottery to fill available slots	March 30	April 30, 4:00 PM	Random lottery to establish wait list; District notify wait list applicants by May 30	June 30, 4:00 PM
NEXT YEAR NEW INTERDISTRICT TRANSFER APPLICATIONS WINDOW #1					
February 1 through February 28 by 4:00 PM	4 th – Random lottery to fill available slots	March 30	April 30, 4:00 PM	Random lottery to establish wait list; District notify wait list applicants by May 30	June 30, 4:00 PM

NEXT SCHOOL YEAR NEW APPLICATION LATE WINDOW

Dates Applications Accepted	Order of Consideration	District Reply By	Accepted Applicants Must Confirm and Return Contract By	Process if Available Slots are Filled	Accepted Wait List Applicants Must Confirm and Return Contract By
NEXT YEAR NEW INTRADISTRICT TRANSFER APPLICATION LATE WINDOW					
March 1 through April 30 by 4:00 PM	5 th – Random lottery to fill available slots	May 30	June 15, 4:00 PM	Random lottery to establish wait list; District notify wait list applicants by June 30	August 1, 4:00 PM
NEXT YEAR NEW INTERDISTRICT TRANSFER APPLICATION LATE WINDOW					
March 1 through April 30 by 4:00 PM	6 th – Random lottery to fill available slots	May 30	June 15, 4:00 PM	Random lottery to establish wait list; District notify wait list applicants by June 30	August 1, 4:00 PM

CURRENT SCHOOL YEAR NEW APPLICATION EARLY WINDOW

Dates Applications Accepted	Order of Consideration	District Reply Date	Process if All Available Slots are Filled
CURRENT SCHOOL YEAR NEW INTRADISTRICT TRANSFER EARLY APPLICATIONS			
June 1 through August 15 by 4:00 PM	7 th - Intradistrict applications by date / time of district receipt	End of second week of school *	No wait list; may reapply if school is full
CURRENT SCHOOL YEAR NEW INTERDISTRICT TRANSFER EARLY APPLICATIONS			
June 1 through August 15 by 4:00 PM	8 th - Interdistrict applications by date / time of district receipt	End of second week of school *	No wait list; may reapply if school is full

CURRENT SCHOOL YEAR NEW APPLICATION WINDOW

Dates Applications Accepted	Order of Consideration	District Reply Date	Process if All Available Slots are Filled
CURRENT SCHOOL YEAR NEW INTRADISTRICT TRANSFER APPLICATIONS			
August 16 through current school year	9 th - Intradistrict applications by date / time of district receipt	Within 30 days of district receipt *	No wait list; may reapply if school is full
CURRENT SCHOOL YEAR NEW INTERDISTRICT TRANSFER APPLICATIONS			
August 16 through current school year	10 th - Interdistrict applications by date / time of district receipt	Within 30 days of district receipt *	No wait list; may reapply if school is full

***Accepted applicants must confirm and return contract by 10 school days after receiving notification of acceptance**