

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**  
**Administrative Regulation 5116.1 - Intradistrict Attendance Transfer**  
**Administrative Regulation 5117 – Interdistrict Attendance Transfer**  
**Exhibit 1**

**Process for Accepting and Responding to**  
**Intradistrict Transfer Applications and Interdistrict Transfer Applications**

**SCHOOL CAPACITY**

The District Superintendent or designee may deny applications to transfer to the school or District because of overcrowding within the school or limited resources.  
(BP 5116.1, BP 5117)

**TRANSFER APPLICATION PROCESS**

- The District shall communicate and follow the District adopted timeline for accepting and responding to transfer applications.
- Applications will be considered in accordance with the application window periods in which the application is submitted.
- Intradistrict transfer applications will be considered to fill available slots before interdistrict transfers applications.
- Continuing intradistrict and interdistrict transfer applications will be considered to fill available slots before new applications.
- Continuing transfer applicants who do not meet the application timeline will be required to reapply as new applicants.
- Accepted new applicants must confirm their intention to attend the school by returning their completed transfer contract to the District Office according to the District-adopted timeline. Failure to do so will result in cancellation of the accepted transfer application.
- If all available slots are filled for the next school year, a lottery system will determine the order in which approved applications will fill slots that open up.
- If multiple application windows are made available for new transfer applications, all applicants in the lottery system from the previous window will be considered to fill available slots before those who applied in a subsequent application window.
- Current school year transfer applications will be approved on a space-available basis. Intradistrict transfers applications will be considered over interdistrict transfer applications, with no lottery system or wait list option.