

GUIDELINES FOR INTRADISTRICT TRANSFER REQUESTS
(Adopted October 8, 2014; revised June 10, 2015)

An intradistrict attendance transfer may be granted provided one or more of the following conditions is met:

1. There is a verifiable circumstance in which the student is a victim of violent crime or bullying which impacts the student's social, behavioral, or educational situation. In all cases, evidence must verify the impact on the student's social, behavioral or educational situation. Examples of verifying evidence include, but are not limited to:
 - a. The name of an administrator or teacher in the school or district of residence who has information concerning the student
 - b. A letter from the school or district of residence site administrator or representative of an appropriate state or local agency (for example, law enforcement) regarding the student's having been a victim of violent crime or bullying
 - c. Law enforcement records
 - d. A court order, including a temporary restraining order and injunction, issued by a judge
 - e. Documentation from a licensed medical or mental health provider
2. The family is in the process of purchasing a home or constructing a home within the attendance area of the school the student is requesting and occupancy is set within a reasonable time. Examples of verifying evidence include, but are not limited to:
 - a. A letter from the contractor or property owner stating the planned date of occupancy
 - b. An escrow document, building permit or other document that verifies planned date of occupancy
3. There is a verifiable hardship which makes the transfer necessary. A hardship shall be defined, "An unforeseeable, unavoidable and uncorrectable act, condition, or event, outside of the student's or family's control, which causes the imposition of severe burden, unrelated to any curricular or co-curricular activity in which the student wishes to participate." Examples verifying evidence regarding the nature of the hardship and burden include, but are not limited to:
 - a. A letter from a medical care provider
 - b. A letter from a judge or juvenile probation officer

IMPORTANT NOTE REGARDING SIBLINGS:

The applicant's initials at the end of this paragraph indicate the applicant understands that one sibling's attendance at a particular WSCUHSD school will not be deemed cause for an intradistrict transfer of a sibling under the District guidelines for intradistrict transfer. Applicants are hereby cautioned that, an intradistrict transfer of one student will not be viewed as an unforeseeable, unavoidable and uncorrectable situation that results in an educational, social, emotional, transportation, childcare, financial, or other hardship or burden on a sibling.

(Parent/Guardian initial _____)

(Student initial _____)

APPEAL PROCESS:

The superintendent shall appoint an Administrative Panel of credentialed educators to review all appeals of denied intradistrict attendance transfer requests. In order to be approved, the parent/guardian of the student shall demonstrate that those circumstances that prevent attending the school of residence are involuntary and/or unavoidable such that the Administrative Panel could not reasonably expect the student to comply with the residency requirement. The Board of Education shall uphold, overturn or remand for reconsideration the recommendation of the Administrative Panel. The decision of the Board shall be final, without further appeal.