

Renewal: Yes No
School Year 20_____

COVINA-VALLEY UNIFIED SCHOOL DISTRICT
519 E. Badillo Street, Covina, CA 91723

INTRADISTRICT TRANSFER OF ATTENDANCE APPLICATION

Complete this form ONLY if you wish your child to attend a school other than his/her home school for the upcoming school year. All information requested is for the upcoming school year.
Please provide a copy of attendance and behavior records with this application.

Name of Student _____ M/F/N ___ Age ___ Grade ___ Birthdate _____
(Last name) (First name)

Name of Parent(s)/Guardian(s) _____

Home Address _____
(Street) (Apt. #) (City) (Zip Code)

Phone #: Home Work Cell _____ Phone #: Home Work Cell _____

Email _____ School of Residence _____

School Currently Attending _____ Requested School _____

CURRENTLY ENROLLED IN SPECIAL PROGRAMS:

- | | | |
|---|---|--|
| <input type="checkbox"/> Special Education (RSP, SDC, SAI) Please attach IEP | <input type="checkbox"/> Adapted Physical Education (APE) | <input type="checkbox"/> Section 504 Plan |
| <input type="checkbox"/> Gifted and Talented Education (GATE) | <input type="checkbox"/> English Language Learner (EL) | <input type="checkbox"/> Language/Speech Program |
| <input type="checkbox"/> Specialized Physical Health Care | <input type="checkbox"/> Other: _____ | |

PROGRAM OR REASON YOU ARE REQUESTING AN INTRADISTRICT PERMIT:

- | | | |
|--|--|--|
| <input type="checkbox"/> Dual Language Immersion Program | <input type="checkbox"/> Agriculture. | <input type="checkbox"/> Fine Arts, Media and Entertainment (FAME) |
| <input type="checkbox"/> STEM (Science, Technology, Engineering, and Math) | <input type="checkbox"/> Engineering (Project Lead the Way) | <input type="checkbox"/> Administration and Gaming Pathway |
| <input type="checkbox"/> Computer Science (Code to the Future) | <input type="checkbox"/> Finance and Business Academy | <input type="checkbox"/> Administration of Justice Pathway |
| <input type="checkbox"/> AVID | <input type="checkbox"/> Visual and Performing Arts | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> International Baccalaureate Program (IB) | <input type="checkbox"/> Sports and Health Occupation Education (SHOE) | |

REASON FOR REQUEST (Must meet District criteria.)

Parent/Guardian Agreement: I understand that **satisfactory behavior, attendance, and grades are required.** If, in the opinion of the site administrator, the student's performance in these areas falls below acceptable standards, the student will be returned to the school of residency. Transportation is the parent's responsibility. Intra-district permits may be denied or revoked if false information is submitted or if any other reasons exist as determined by Education Code or District policy. **Transfers may affect eligibility for extra-curricular programs.** I certify that the above information is true and correct. I also certify that I will be available to school personnel as necessary for emergencies, discipline problems, and parent conferences.

I HAVE READ AND UNDERSTAND THE INTRADISTRICT POLICIES AND PROCEDURES ON THE BACK OF THIS FORM.

Parent/Guardian Signature: _____ Print: _____ Date: _____

SIGNATURE OF RELEASING/RESIDENCE SCHOOL:
Administrator Signature: _____ Date _____

ACCEPTING SCHOOL:
 APPROVED DENIED
Terms/Reasons: _____

Site Administrator Signature: _____ Date _____

Board Policy 5116.1 – Intra-district Open Enrollment

The Board of Education desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also balancing enrollment in order to maximize the efficient use of district facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district (Education Code [35160.5](#)).

The Superintendent or designee shall determine the capacity of each District school, and establish a random, unbiased selection process for the admission of students from outside a school's attendance zone.

Administrative procedures to accomplish this end shall be developed.

Selection Procedures:

1. The Superintendent or designee shall notify parents that they may apply for intradistrict permits. Applications will be available at each school.
2. Parent will attach required paperwork and submit the intradistrict transfer to the site of residence for review. The school of residence will then send the paperwork to the school that the parent wishes the child to attend.
3. The school that the parent wishes the child to attend will then review the transfer. Following this review the transfer form will be mailed home to the parent.
4. Students on intra-district transfers are expected to maintain satisfactory attendance, acceptable behavior, and satisfactory grades (minimum of 2.0 in core classes-middle and high school) if that student is to remain at the school. If the student's attendance, behavior, or grades are found to be less than satisfactory, the intra-district transfer permit may be revoked at any time.
5. Parents assume all responsibility for transportation.
6. Intradistrict transfer requests for students previously accepted shall be approved by the principals of the involved schools. New applicants shall be informed by mail as to whether their applications have been approved, denied, or placed on a waiting list.
7. Applicants who receive approval must confirm their enrollment within two weeks or the approval becomes void.
8. Intradistrict transfers approved before July 1st are tentatively approved pending behavior and attendance.

Appeal of Denial of Intradistrict Transfer Request

1. The parent/guardian of a student who is denied a requested intra-district transfer from the school site administrator shall have the right to appeal the denial to the Director of Student Services, in writing, within ten (10) days of the initial denial. Supplemental documentation may be requested.
2. The decision of the Director of Student Services will be final.