

SALINAS UNION HIGH SCHOOL DISTRICT INTRADISTRICT TRANSFER PROCEDURES

The Salinas Union High School District (SUHSD) has approved an Intradistrict Transfer policy which allows parents and students to apply for enrollment at any comprehensive school within the District after the School Choice process has ended or if the family has moved outside of the current school's attendance area and wishes that the student finish the year in their current school. Please read the information contained in this brochure completely and carefully.

Students must attend school in their home attendance area unless they apply through School Choice or the Intradistrict process and are approved for enrollment in the requested school. An Intradistrict Transfer is approved for one year only and is non-renewable. If the parent wishes that the student continue at the requested school, a School Choice application must be submitted during the February window.

Parents may wish to call the schools and/or visit and meet with the Principals or their designees if they have any questions. Parents may be required to attend a conference with the Principal of the home school and of the requested school, as approval or denial will be based on recommendations of the Principals.

Application Considerations and Limitations

Approval will be based on adherence to the following limitations:

- ◆ Both Principals of the home school and the requested school must agree on the transfer. The Director of Pupil Personnel Services (PPS) will make the final determination.
- ◆ An Intradistrict Transfer is for one year only and is non-renewable. If the application is submitted between March 1 and the end of the current year, approval may be granted for the remainder of the year through the end of the following year.
- ◆ If you wish that your student continue the subsequent year at the requested school, a School Choice application must be submitted during the February window.
- ◆ All transfers are subject to the student maintaining good attendance, behavior and academic progress and are subject to termination at any time conditions may warrant as determined by the PPS office.
- ◆ Approval for an Intradistrict Transfer application is subject to space availability at the requested school. No pupil who currently resides in a school's attendance area may be displaced by pupils transferring from outside the attendance area.
- ◆ Parents are responsible for the transportation to and from the requested school if they accept an Intradistrict Transfer. **Parents should consider this carefully and ensure that long-term arrangements for transportation are made prior to acceptance of the transfer.**
- ◆ If the student wishes to return to the school in their home attendance area prior to expiration of an approved Intradistrict Transfer, the parent must submit a letter to the PPS office explaining the reason. The request will be considered and may be approved or denied.

- ◆ Once an Intradistrict Transfer is approved, no additional request to another school will be considered during the same academic year.
- ◆ Approval of a student's Intradistrict Transfer does not automatically result in eligibility for District interscholastic activities. Parents of high school students should contact the school in their home attendance area regarding C.I.F. athletic eligibility before accepting a transfer.
- ◆ A student who has an approved School Choice cannot submit an Intradistrict Transfer form.

Application Submission

The completed application must be submitted to the administrative office of the requested school. Once Principals have notified the PPS office of their recommendation, the PPS office will send written notification to the parent and both schools of the final determination. Notification of an approved Intradistrict Transfer will include the duration of the transfer, student expectations and parent responsibilities.

All decisions and determinations for the Intradistrict Transfer will be conducted in accordance with Board Policy and Administrative Regulation. Any complaints or questions regarding the process shall be submitted in writing to the office of the Director of Pupil Personnel Services.

Pupil Personnel Services
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