

**San Juan Unified School District  
APPLICATION FOR INTERDISTRICT TRANSFER  
FOR SCHOOL YEARS 20\_\_ - 20\_\_**

<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal	<input type="checkbox"/> Romero Open Enrollment Request
<b>(Please attach a copy of current report card, transcript, discipline, and attendance records.)</b>		

Pupil's Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Address (Street, City, State, Zip) \_\_\_\_\_

Last School Attended \_\_\_\_\_ District \_\_\_\_\_

School of Residence \_\_\_\_\_ District \_\_\_\_\_

Requested School \_\_\_\_\_ District \_\_\_\_\_

\*API of School of Residence \_\_\_\_\_ *\*to be completed for Romero Request only*

<b>What is/are the reason(s) for the request? (Check all that apply. Applicant must attach written documentation to justify the reason for the transfer request.)</b>			
<input type="checkbox"/> Child Care	<input type="checkbox"/> Parent Employment	<input type="checkbox"/> Sibling	<input type="checkbox"/> Health & Safety
<input type="checkbox"/> Continuing Enrollment	<input type="checkbox"/> Complete Final Two Years at Current School	<input type="checkbox"/> Program Outside of District Ordered Placement	<input type="checkbox"/> SARB/Probation/CPS
<input type="checkbox"/> Proposed Change in Residence	<input type="checkbox"/> Other (Specify in a letter)		

Is the student currently pending disciplinary action or under an expulsion order?  Yes  No

Is student a foster youth?  Yes  No

What special services has the student received? (Check all that apply and attach proof of enrollment in the special program.)

Gifted (GATE)       Section 504       Special Education       English Language Learner

If the student is receiving Special Education services, what services are they receiving? (Please attach IEP.)

Special Day (SDC)     Resource (RSP)     Non-Public School (NPS)     Pending Assessment Services     Designated Instructional Services

**NOTE: PARTICIPATION IN SPORTS – If the pupil participates in any athletic program governed by the California Interscholastic Foundation (CIF), he/she may not be eligible to participate at the new school. Parent/guardian should check the CIF rules before submitting an application.**

BY MY SIGNATURE BELOW, I certify that to the best of my knowledge the information provided in this application is true and correct.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**INTERDISTRICT ATTENDANCE PERMIT FOR SCHOOL YEARS 20\_\_ - 20\_\_**

RESIDENT SCHOOL DISTRICT: GRANTED \_\_\_\_ DENIED \_\_\_\_    REQUESTED SCHOOL DISTRICT: GRANTED \_\_\_\_ DENIED \_\_\_\_

Reason(s) for denial: \_\_\_\_\_    Reason(s) for denial: \_\_\_\_\_

Authorized Signature (**Resident** School District)    Date    Authorized Signature (**Requested** School District)    Date

**SPECIAL EDUCATION ONLY:**

Authorized Signature (**Resident** SELPA)    Date    Authorized Signature (**Requested** SELPA)    Date

This application for an interdistrict transfer and attendance, and any interdistrict transfer permit (ITP) granted pursuant to same are governed by the terms of the interdistrict transfer and attendance agreement entered into between the student's district of residence and district, which the student has applied to attend, including but not limited to the terms upon which an ITP may be revoked. A copy of the terms of the governing interdistrict transfer and attendance agreement accompany this application and any resulting ITP, and are otherwise incorporated by reference. A

***The San Juan Unified School District does not discriminate based on age, sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, medical condition, or any other unlawful consideration.***

**INTERDISTRICT TRANSFER AND ATTENDANCE AGREEMENT  
(ITP AGREEMENT)**

This Agreement is made between the Governing Boards of the resident and requested school district in accordance with the provisions of Education Code section 46600 et seq., and Education Code section 35160. The school districts and parent(s)/pupil are referred to in this Agreement individually as a "Party," and collectively as the "Parties." This Agreement applies only to these parties. If the pupil moves out of the district of residence into another district, the parent/pupil must reapply for a new interdistrict transfer permit (ITP).

**TERMS OF AGREEMENT**

The Parties agree as follows:

1. Effectiveness of Agreement. This Agreement shall become effective as soon as two (2) or more of the Governing Boards of the Parties have ratified the Agreement. This Agreement is effective only with regard to students enrolled in grade levels mutually maintained by the Parties.
2. Term of Agreement. Pursuant to Education Code section 46600, subdivision (a), the term of this Agreement shall be effective on July 1, 2017, and shall terminate automatically on June 30, 2022 [insert ending school fiscal year; up to 5 years after July 1st] or before the pupil transitions to a new school, whichever is earlier. The Agreement will govern interdistrict transfers of the Parties' students for the term of the Agreement.
3. Reapplication Requirements. A pupil with an ITP must reapply for a new ITP before being promoted to middle or high school or before transitioning from one school to another in the district. A pupil with an ITP to attend an alternative school in the district must reapply annually. In deciding whether to grant a subsequent ITP, in addition to the factors listed in sections 4 and 5, the district may require the pupil to have met the following standards for reapplication: a 95% attendance rate; a 2.0 GPA or satisfactory marks in K-6; and a satisfactory discipline record (including no discipline issues for which the ITP could be revoked under paragraph 10).
4. Terms and Conditions for Permitting a Transfer by the District of Attendance. The Superintendent or designee of the district of attendance may approve an ITP for a student under this Agreement based upon any of the following reasons:
  - Student is enrolled or accepted in a program not available in the district of residence;
  - To meet the student's special mental, physical, educational, health, or safety needs as certified by a physician, school psychologist or other appropriate school, medical, or law enforcement personnel;
  - When recommended by the School Attendance Review Board, county child welfare, probation or a social service agency in documented cases of serious home or community issues that make it inadvisable for the student to attend in the district of residence;
  - When a student has brothers or sisters concurrently attending the same requested school;
  - When parent(s)/guardian(s) provide sufficient written evidence, as required by the district that the family will be moving to a new district within 60 days and would like the student to start the year in the new district;
  - To allow a student to remain in their current school within two years of graduation or promotion from that school;
  - The pupil's desire to remain in his/her school of current attendance for the balance of the semester or school year despite his/her parent's or guardian's change of address;
  - To address the childcare needs of the student in grade K-8;
  - Parent/guardian employment outside of the district of residence;
  - To meet the conditions of the Open Enrollment Act SBX 54 (Romero).

When there are special circumstances for compelling educational or personal reasons beyond those stated above, the request will be referred to the Superintendent or Designee for a final decision;

5. Terms or Conditions for Denying a Transfer by the District of Attendance. The Superintendent or designee of the district of attendance may deny an ITP for a student under this Agreement based upon any of the following reasons:
  - If school facilities are overcrowded at the relevant grade level;
  - If district resources are limited; or
  - Any other consideration so long as it is not arbitrary.
6. Notice of Denial of Transfer. Written notice of the denial of an ITP shall be provided by the district denying the request. Written notice of the denial of an ITP shall, in all instances, advise the parent/guardian of the student whose ITP has been denied of all information required by Education Code section 46601.
7. District Appeal Process. A parent/pupil must exhaust all appeals within the district before he/she may appeal the denial of an interdistrict transfer to the County Board of Education. (EC 46601)
8. Transportation. Unless otherwise agreed to or provided for by law, a student attending a school other than his/her district of residence under this Agreement is not entitled to and shall not receive home to school transportation from either his/her district of residence or district of attendance.
9. Costs of Transfer Students. Unless otherwise specifically provided for by law, the costs associated with the education provided to and services rendered for transfer students under this Agreement shall not be the responsibility of the district of residence.
10. Terms for Revocation of an ITP. Except as otherwise limited herein, the Parties agree that an ITP may be revoked before the conclusion of the school year based upon the following grounds:
  - a. If a student does not maintain a 95% attendance rate and/or a SART or SARB has been held;
  - b. If a student does not maintain a 2.0 GPA in grades 7-10 or satisfactory marks in K-6;
  - c. If a student has any suspendable offenses and/or the pupil has a behavior support plan;
  - d. If a student is recommended for expulsion; or
  - e. If it is determined that information provided to support an ITP application is inaccurate, invalid, falsified, or no longer applies.

However, once an ITP has been approved, the Superintendent or designee of the district of attendance may not revoke a student's ITP during the effective period of the ITP because of overcrowded facilities.