

## **SVUSD INTER-DISTRICT TRANSFER PROCEDURES**

(New Students - Continuing students – Students that move during the school year)

***All Inter-District Transfer application forms must be renewed annually at resident district offices (SVUSD does not mail, fax or email transfers)***

**All elementary schools are closed for the summer and secondary schools work summer hours, therefore, Notification of an approved or denied transfer may be right before school starts...**

### **I. INTER-DISTRICT TRANSFERS - *TO SVUSD* from other Districts...**

Transfer application forms are initiated at the students' district of residence. A transfer release from the resident school district will be required in all cases. Students who reside in other school districts and wish to attend school(s) in SVUSD will be given every consideration based on space and staffing availability.

- Transitioning from one level to another (Elementary to Intermediate and Intermediate to High School) is considered each year and transfers are based on space and staffing availability and not the students' school of attendance.

### **II. INTER-DISTRICT TRANSFERS - *FROM SVUSD* to other Districts...**

Transfer application forms are initiated at the Saddleback Valley Unified School District office. A release from SVUSD will be based on the reason given and program availability within SVUSD. If the student is released, the transfer is forwarded to the requested district and it is the decision of the receiving school district to either accept or deny the application.

Transitioning from one level to another (Elementary to Intermediate and Intermediate to High School) is considered based on the reasons given and program availability within SVUSD in accordance with Education Code requirements. Continuing student status does not apply for transitional grades.

- The receiving school district will notify the parent if they have been accepted in a timely manner.
- SVUSD will send a denial letter if the transfer is denied.

# **SVUSD INTRA-DISTRICT TRANSFER PROCEDURES**

(New Students - Continuing students - Change of Address)

INTRA-DISTRICT TRANSFERS (between schools within the attendance boundaries of SVUSD).

The Saddleback Valley Unified School District (SVUSD) has established an Intra District school transfer committee and procedures to consider school transfer requests. **Students who reside in SVUSD and apply through the CHOICE process will be given priority over transfer applicants.**

**Procedures** for Intra-District Transfer Applications:

**New Elementary** students - Complete an Intra-district Transfer application form at your resident school. If the resident school releases, the form is forwarded to the school requested for consideration to transfer.

**New Secondary** students – Complete your transfer at the district office.

**Change of address** within SVUSD boundaries - Complete an Intra-district Transfer application form at your school of attendance. (Transfer forms are not mailed or available via fax or email.) All transfer requests are subject to space availability and must have no negative impact on staffing at the resident school and/or receiving school. Both the Intra and Inter District transfer requests will be given equal consideration. Students are not guaranteed placement at a non-resident school that a sibling attends.

Once a transfer is granted, the parent is responsible for transportation. Childcare facilities, such as TLC, are not guaranteed. Students enrolled in Special Education SDC programs must go through the IEP process to request a change of school, not the CHOICE or Intra-District transfer process. Once an INTRA District transfer is granted the student does not re-apply for a transfer unless specified by the Principal. It is the intent of the school administration that a student is granted the transfer through the level of that school (Elementary, Intermediate or High School). When a student transitions from Elementary to Intermediate or Intermediate to High School, the CHOICE process or an Intra-District transfer application must be completed. (The students' school of residence determines the students' next school placement between either grades 6 to 7 or grades 8 to 9, not the school they are attending.)

- a. The CHOICE list must be exhausted before transfers will be considered. Transfers will be granted based on space availability and no negative impact on staffing at either the resident or requested school.
- b. The transfer committee will consider transfers based on the date and reason(s). \*Supporting documentation may be required.
- c. If the transfer is approved, the office manager or student services technician from the school requested will notify the parent for a registration appointment.
- d. If the transfer request is denied, Pupil Services will send a letter of denial.