



## INTRADISTRICT TRANSFERS

*If you live within the boundaries of the Cypress School District and wish to enroll your student in a school other than your home school*

The Cypress School District Board of Trustees endorses the neighborhood public school concept. As an Open Enrollment district, the Board recognizes that parents may wish to choose a school of attendance other than their assigned school.

The annual Open Enrollment period for intradistrict transfers for the upcoming school year is February 1 through April 24. Open Enrollment is the only time parents may request a transfer from their home school of residence to another school within the District.

**Intradistrict transfers do not need to be renewed – once granted, intradistrict transfers are irrevocable** even if you move to another location within the Cypress School District. Your permanent home school will be the school that was approved on the intradistrict transfer.

Each school is required to serve the students who live within its attendance boundaries before accepting students outside the boundaries. Students may not be displaced from their permanent home school because of new intradistrict students. After all students within each school's attendance area have been accommodated, remaining placement requests will be considered.

In general, students living within a school's boundaries have first priority for enrollment. However, when a school is overcrowded, a new student may be required to "overflow" to a school that is not their home school of residence. In such cases, students have the right of continued enrollment at their new assigned school, and it will be treated as their new home school. Students who are overflowed may only return to their home school of residence as space becomes available.

New students starting the school year in Cypress School District who wish to attend a school other than their home school of residence must enroll at their home school and concurrently submit an intradistrict transfer request during Open Enrollment. Students who move into the District after the annual Open Enrollment period may apply for a spot in a school other than their home school of residence, but only on a space-available basis.

Intradistrict transfers are not accepted for the Transitional Kindergarten (TK) program. TK is a districtwide program with classes held at various, but not all, school sites. We will endeavor to place TK students at their home school if a TK class is held there. However, if TK is not available at the student's home school or if the TK class is full, the student will be placed at another district school for TK and will be returned to their home school the following year for kindergarten.

Transportation is not provided to schools chosen during Open Enrollment.

Students approved for intradistrict placement must have, and maintain, satisfactory attendance, effort, academic achievement, and behavior.

### **APPLICATION PROCEDURE:**

#### **Currently Enrolled Cypress School District Student: *(Accepted only during Open Enrollment)***

1. Fill out an Intradistrict Transfer Agreement and submit to the District Office during the annual Open Enrollment period (February 1 – April 24).
2. Parent/guardian will be notified of the decision by early June.

#### **New Student to Cypress School District:**

1. Pick up an enrollment packet and Intradistrict Transfer Agreement from your home school.
2. Return the completed enrollment packet and transfer agreement to your home school.
3. Parent/guardian will be notified of the decision by early June.

