



EXETER UNIFIED SCHOOL DISTRICT
Intra-District Transfer Request
 (Transfers Within the District)

PLEASE RETURN THIS FORM TO:
 215 N. CRESPI AVENUE
 EXETER, CA 93221

Date Stamp / Signature

___ New Request ___ Renewal	School Year ___ - ___
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ATTENTION: Intra-District Transfer requests will only be accepted from January 1 through March 1 of the school year preceding the year requested. The District will not accept any Intra-District Transfer Requests after March 1. Intra-District Transfer agreements are valid for one school year only. You must re-apply annually.

Student		Perm ID#		Grade		DOB		
School of Residence			School Requested					
Parent Name(s)								
Address				City			Zip	
Phone Number(s)								

Does your student meet any of the enrollment priority options stated in Exeter Unified School District Board Policy 5116.1? (Please see reverse) Yes No
 If yes, please explain and attach any documents required: _____

Other Reason for Request:

STATEMENT OF UNDERSTANDING – The parent/legal guardian understands:

1. All transfers will only be approved on a space available basis.
2. If an Intra-District Transfer is granted, transportation will be furnished by the parent/guardian.
3. Students who meet the selection criteria will be prioritized accordingly, all others will be subject to a random lottery.
4. You must re-apply for an Intra-District Transfer Request annually. Renewal students may be prioritized accordingly.

_____ Date _____ Signature of Parent or Guardian

DISTRICT USE ONLY

Student Meets Priority Criteria: _____

Student Does Not Meet Priority Criteria. Enter into Lottery.

Transfer Request Approved: _____ Transfer Request Denied: _____

Comments: _____

Signature of Administrator _____ **Title** _____ **Date** _____

Intra-District Transfer Priority Criteria

(This section references Exeter Unified School District BP 5116.1)

Approval of all intra-district transfer requests is contingent upon grade/program space availability. The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside of his/her attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment List
2. Any student enrolled in a district school receiving Title I funds that has been identified for program improvement
3. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous."
4. Any student who is a victim of a violent crime while on school grounds.
5. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances, include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers.

To grant priority under these circumstances, the Superintendent or designee must have received either

- a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
 - b. A court order, including a temporary restraining order and injunction
6. Any sibling of a student already in attendance in that school.
 7. Any student whose parent/guardian is assigned to that school as his/her primary place of employment.
 8. Any student whose before or after school care is only available within the requested school site boundaries. Proof of child care is required.

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between January 1 to March 1 of the school year preceding the school year for which the transfer is requested. After March 1 of each school year the intradistrict selection process will begin.

Intradistrict transfer applications that do not meet the priority selection process criteria shall be entered into a random lottery and transfer requests shall be granted as space and program availability allow.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space.

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity.