



School Year Requested 20 ____ - 20 ____ For Grade: _____

Check One: New Renewal

INTERDISTRICT TRANSFER REQUEST

(LEAVING) Franklin-McKinley School District
645 Wool Creek Drive, San Jose, CA 95112
Ph: (408)283-6092 Fax: (408)283-6097

Please fill out

1 per student

Current School: _____ School District Requested: _____

Resident School: _____ School(s) Requested: _____

Student Last Name: _____ First Name: _____ DOB: _____ Gender: _____

Parent/Guardian: _____

(Last Name) (First Name) (Last Name) (First Name)

Street Address: _____ Apt/Space: _____ City: _____ Zip: _____

Contact Number: _____ Email Address: _____

What special services does the student currently receive? Check all that apply:

Gifted (GATE) Section 504 Speech/Language Special Education (Copy of IEP Required)

Foster Youth: Yes No

Is the student currently pending disciplinary action or under school expulsion order? Yes No (EC 48915.1(a))

Reason for Request: _____

IF CHILD CARE RELATED		IF EMPLOYMENT RELATED	
Agency Name/Provider Name		Employer Name	
Agency Address/Provider Address		Employer Address	
City, Zip		City, Zip	
Agency/Provider Phone Number	Agency/Provider Hours	Employer Phone Number	Hours Worked per Week
Child Care Declaration: The child care agency/provider is located within attendance boundaries of the requested School District and is providing services to the child named above. _____ Child Care Provider's Signature Date		Please attach a letter from your employer on company letterhead verifying employment within the requested school district boundaries of at least 20 hours per week.	

I have read the terms and conditions presented on this document and understand the regulations and policies governing interdistrict attendance permits and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. THIS REQUEST IS SUBJECT TO THE APPROVAL OF BOTH DISTRICTS AND IS VALID UNTIL THE END OF THIS SCHOOL YEAR ONLY. The application process IS NOT complete until the application is printed, signed by parent/guardian, and submitted to the CWA department in the district office. A Permit may be revoked pursuant to E.C. 46600 and B.P. 5116.1.

TRANSPORTATION WILL BE THE RESPONSIBILITY OF THE PARENT

Parent/ Legal Guardian's Signature: _____ Date: _____

DISTRICT OFFICE USE ONLY

FRANKLIN-MCKINLEY SCHOOL DISTRICT:

____ Approve ____ Deny Authorized Representative: _____ Date: _____

Reason: _____

____ Approve ____ Deny *Sp. Ed. Director: _____ Date: _____

Reason: _____ # _____

REQUESTED DISTRICT:

____ Approve ____ Deny Authorized Representative: _____ Date: _____

Reason: _____

INSTRUCTIONS TO PARENT OR GUARDIAN

Complete all sections of the Interdistrict Transfer Permit request form and return to the Child Welfare and Attendance office.

Both districts must approve any Interdistrict Transfer Permit request in the following sequence:

- 1st by the District of Residence (sending) and
- 2nd by the Requested District of Attendance (receiving).

If the requested district approves the transfer, follow the enrollment guidelines of the requested school.

All applications must include documentation to support each reason provided (see below). **Incomplete applications will not be processed.**

Requests will be considered based on local board policies and on individual merit.

Reason for Request	Documentation Required
Child Care	<ul style="list-style-type: none"> ▪ Letter from the adult, center or organization providing child care <ul style="list-style-type: none"> - Name, address and contact information of the adult, center or organization - Child care license number and fees, if applicable - Hours of operation for the center or organization, or hours that the student is under care - Length of time student has been under care by the adult, center or organization
Parent Employment (Allen Bill EC 48204)	<ul style="list-style-type: none"> ▪ Proof of employment of all parents/guardians who are involved in the student's life on a day-to-day basis <ul style="list-style-type: none"> - Copy of recent pay stub - Letter on the employer's stationery verifying schedule (hours and days) and location of employment - If self-employed, letter stating schedule (hours and days) and location of employment ▪ Letter from parent/guardian explaining the circumstances that an interdistrict permit is necessary under parent employment reasons
Sibling	<ul style="list-style-type: none"> ▪ Name, grade and school where the sibling attends/Copy of the sibling's last report card ▪ Copy of the sibling's release permit from the district of residence
Health & Safety	<ul style="list-style-type: none"> ▪ Letter or report from a doctor, psychologist, or other appropriate person verifying health-related issues ▪ Police or school report supporting safety-related issues (if applicable) ▪ Bullying E.C. 48900 (r) ▪ Letter from parent/guardian explaining the circumstances that an inter-district permit is necessary under health and safety reasons
Specialized Program	<ul style="list-style-type: none"> ▪ Copy of the flyer, brochure, or other informational material detailing the specialized program in which the student is interested ▪ Letter from the parent/guardian expressing the extent of the student's interest in the specialized program, and how the program is either unavailable or not comparable at the district of residence
Continuing Enrollment	<ul style="list-style-type: none"> ▪ Copy of the student's last report card ▪ Letter from the parent/guardian stating the enrollment history (grade and school/district) of the student since kindergarten
Final Year	<ul style="list-style-type: none"> ▪ Copy of the student's last report card
Change in Residence/ Moving into the District	<ul style="list-style-type: none"> ▪ Copy of escrow documents/rental agreement ▪ Written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district

TERMS AND CONDITIONS

- An Interdistrict Transfer Permit is granted or denied per the terms and conditions stipulated in board policy (*BP 5116.1*).
- Interdistrict Transfer Permit requests for the school year will be accepted effective February 1.
- Approval is subject to space availability in the district and may not be at the site requested.
- This Interdistrict Transfer Permit agreement is valid only for the school year granted and **must be renewed annually**.
- I understand if this transfer is approved, I am required to provide safe and timely transportation (to and from school) for my student.
- If an Interdistrict Transfer Permit agreement request is denied, the parent or guardian has the opportunity to appeal the decision to the Educational Services, Assistant Superintendent. Appeal form, along with any supplemental documentation, must be postmarked within 14 calendar days from the date of the denial. An appeal to the County Board Of Education may be made within 30 days and can only be accepted if it is verified that you have fully exhausted all appeals within the districts.
- Interdistrict Transfer Permits may be cancelled, revoked or denied at any time for the following reasons: 1) Issued in error; falsified information or documentation; 2) The student does not maintain acceptable standards of attendance and/or behavior as defined by the Student Conduct Code and/or maintain acceptable levels of academic achievement; 3) Excessively dropped off or picked up beyond regular school hours; 4) Changes in the Individualized Education Program (IEP), which the FMSD cannot provide.
- Students who are eligible for Special Education Services may be asked to obtain an Inter/Intra-SELPA Agreement for Individuals with Exceptional Needs, in addition to the Interdistrict Transfer Permit.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- Please be advised that, in compliance with compulsory education law, your student must be enrolled in his/her school of residence until you are notified that your transfer request has been approved. We cannot be responsible for any decisions on the part of parents to keep their students out of school pending approval of a transfer.

I understand and accept the above terms and conditions*