Howell Mountain ESD INTERDISTRICT TRANSFER AGREEMENT

STEP 1: *To be completed by parent/guardian* (please print)

Transfer requested for : ☐ Current school year ☐ Next school year 20_____ - 20_____	Student's Grade	Date of Request
Student Name (Last, First)	Birth Date	
Current or Last School of Attendance	Current or Last District of Attendance	
School of Residence	District of Residence	
School Requested	District Requested	
Parent/Guardian Name	Contact Number: ☐Home ☐Work ☐Cell	
Email Address	Contact Number: ☐Home ☐Work ☐Cell	
Address	City/Zip	

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

Does this student currently receive special education or other special services, such as section 504? *(Attach current IEP or 504 plan)*

☐ Yes, Section 504 ☐ Yes, Special Education ☐ No, Does Not Apply

What is/are the reason(s) for the request? Please provide written documentation/evidence. *(Check all that apply)*

☐ Bullying (priority given) ☐ Child Care ☐ Sibling ☐ Health & Safety ☐ Specialized Program

☐ Continuing Enrollment ☐ Complete Final Year at Current School ☐ Proposed Change in Residence ☐ Other

☐ Recommended by SARB ☐ Change in Social Environment

I declare, under penalty of perjury under the laws of California, that the information provided above is true and accurate. I understand that this information may be verified and that inaccurate or false information may subject my request to denial or revocation. I understand that I am responsible for the transportation of my student. I further understand that, to maintain this permit, my student must comply with the terms and conditions of the districts' attendance agreement, if any, which includes but is not limited to those terms and conditions set forth below and the academic, behavior, and attendance policy requirements of the district of desired attendance. ***I understand that the interdistrict attendance permit must be renewed annually,*** if the above listed districts have an attendance agreement which provides for such. I further understand that neither district may rescind an existing permit for a student entering grades 11 or 12 in the subsequent school year.

Parent/Guardian Signature _____ Date _____

STEP 2: *District of Residence*

District: _____

Decision: ☐Approved ☐Denied

Comments: _____

_____

By: _____

Title: _____

Authorized Signature: _____

STEP 3: *Proposed District of Attendance*

District: _____

Decision: ☐Approved ☐Denied

Comments: _____

_____

By: _____

Title: _____

Authorized Signature: _____

IMPORTANT: If the interdistrict transfer agreement is approved by the district of residence (Step 2), the parent/guardian is responsible for submitting a copy of the approved application to the proposed district of attendance (Step 3).

All applications must include a copy of the most current transcript/report card. Requests will be considered based on local board policies. The Proposed District of Attendance is responsible for notifying the family of an approved or denied agreement via email and/or mail.

PARENTS RIGHTS AND DUTIES

As a parent or legal guardian, you have the right to:

- Request an interdistrict attendance agreement from your district of residence. If one or both parents or legal guardians are employed within the boundaries of a school district that is not their district of residence, they may be eligible for residency with the district in which their place of employment it located, pursuant to the "Allen Bill," at Education Code section 48204(b). This form should not be used to meet residency requirements under the Allen Bill. Additionally, this form should not be used for enrollment into a charter school.
- Receive a written copy of local school board policy relating to interdistrict attendance agreement requests from both the district of residence and the district you desire to attend. These policies stipulate the school boards' policies with regard to granting, denying, and revoking interdistrict attendance permits.
- Receive a written copy of the Districts' Attendance Agreement, if any, which stipulates the written agreement between the districts with regard to interdistrict attendance permits.
- Discuss your situation with your local district superintendent or appointed designee.
- If applicable, appeal an adverse decision to the school board denying the permit request, pursuant to that school board's policies, and receive written notice of local board action within a period of time specified by the board policy.
- Appeal a school district's decision regarding a request for interdistrict transfer to the Sonoma County Board of Education. Such an appeal must be filed within 30 calendar days of the date of the school district's final denial. Please refer to governing board policy for further information.
- Students with disabilities may not be discriminated against in the interdistrict transfer process. Information collected related to a student's disability should be used only to determine capacity in special education programs and/or if a school district would need to create a new program to serve a student.

You are encouraged to review the relevant school districts' governing board policies for further information and any additional rights.

TERMS AND CONDITIONS

- This Interdistrict Attendance Permit is valid only for the school year/s granted. This Permit expires at the end of the duration granted by both districts, and must be renewed prior to its expiration. A district may not require renewal for a student entering grades 11 and 12.
- This Permit may be revoked at any time by the district of attendance pursuant to their policies and regulations.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be eligible to participate at the new school. Parent/guardian should check the CIF rules before submitting this agreement.
- The parent/guardian is responsible for providing transportation to and from the school of attendance.