



INTERDISTRICT AGREEMENT APPLICATION

Twin Rivers Unified School District
5115 Dudley Blvd. McClellan, CA 95652
(916) 566-1620

Instructions for Completing a Transfer Request: THE FINAL DECISION MAY TAKE THREE WEEKS.

As a parent, we know the education of your child is of primary importance and we are confident that we have programs that will meet your child's needs. However, pursuant to Board Policy 5117, we **may** release students from our district for the reasons mentioned below. If the application is denied, parent/guardian will be notified via mail.

Please submit APPLICATION & ATTACHMENTS to Student Services for review. Parent/Guardian will be notified of the final decision. If approved, application will be emailed to requested district and parent will cc'd on the email as well. Denials will receive a letter in the mail.

Required Documents

_____ Completed Interdistrict transfer **application** along with the **questionnaire**.

Make sure the home school of residence is included. "Find My School" link is located in the www.trusd.net under quick links

_____ Most current report card

_____ Special Education – Copy of IEP (If applicable)

Supporting Documents Based on Reason for the Request

1. _____ **Child Care** – for **K-8th grade**, parent and provider need to complete the **Child Care Affidavit**
2. _____ **Sibling Attends** – proof (school attendance or transcript record of sibling(s))
3. _____ **Employment** – (paystub, badge or letter from employer within district requesting)
4. _____ **Special Academic Program** not offered in Twin Rivers – (Information on program or acceptance letter from requested program)
5. _____ **Completion of remaining two years** - graduating senior (report card/transcript)
6. _____ **Moving to requested District**-evidence that family will be moving in the next 60 days (rental agreement, house ownership document)
7. _____ **Health and Safety** – (Doctor's letter, police report, bullying report)

Interdistrict Attendance Permits Board Policy 5117

The Superintendent or designee may approve an Interdistrict attendance permit for a student for any of the following reasons:

1. To meet the child care needs of the student

Such students may be allowed to continue to attend district schools only as long as they continue to use a childcare provider within district boundaries.

2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel(cf. 6159 - Individualized Education Program)

3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance

4. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year

5. To allow the student to remain with a class graduating that year from an elementary, junior, or senior high school

6. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year

7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district

8. When the student will be living out of the district for one year or less

9. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence (cf. 5113.1 - Chronic Absence and Truancy)

10. When there is valid interest in a particular educational program not offered in the district of residence

An Interdistrict attendance permit shall not exceed a term of five years. Each permit shall stipulate the terms and conditions established by both districts under which Interdistrict attendance shall be permitted, denied, or revoked, and any standards for reapplication. (Education Code 46600)

Once a student is enrolled in a school, he/she shall not be required to reapply for an Interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the permit. Existing Interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

The Superintendent or designee may deny initial requests for Interdistrict attendance permits if school facilities are overcrowded at the relevant grade level or based on other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

Within 30 days of a request for an Interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied Interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)(cf. 5145.6 - Parental Notifications)

Students who are under consideration for expulsion or who have been expelled may not appeal Interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601) approved: July 15, 2008 McClellan, California revised: **August 19, 2011**



**TWIN RIVERS UNIFIED SCHOOL DISTRICT
APPLICATION FOR INTERDISTRICT TRANSFER (GRADES K-12)
Requested School Year: 2024-2025**

New Application Renewal

****PLEASE PRINT CLEARLY****

Student's Name _____ M F DOB _____ Email _____
Last, First

Parent/Guardian's Name _____ Phone Number _____ Requested Grade _____

Address (*Street, City, State, Zip*) _____

Current or Last School _____ District _____

School of Residence _____ District _____

Requested School _____ District _____

Reason(s) for the request? (Attach written documentation to justify each reason for the transfer request.)	
<i>Review IT & Attendance Terms of agreement prior to filling out reason</i> <input type="checkbox"/> Specialized Program _____	
<input type="checkbox"/> Child Care <input type="checkbox"/> Parent Employment <input type="checkbox"/> Sibling <input type="checkbox"/> Health & Safety	<input type="checkbox"/> Proposed Change in Residence <input type="checkbox"/> Continuing Enrollment
<input type="checkbox"/> SARB/Probation/CPS <input type="checkbox"/> Complete Final Two Years at Current school	Other _____

Is the student currently pending disciplinary action or under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Is student a foster youth? <input type="checkbox"/> Yes <input type="checkbox"/> No

What special services is the student receiving? (<i>Check all that apply and attach proof of enrollment in the program</i>)
<input type="checkbox"/> Gifted (GATE) <input type="checkbox"/> Section 504 <input type="checkbox"/> Special Education <input type="checkbox"/> English Language Learner

If student is receiving Special Education Services, check services below. (<i>Please attach most recent IEP.</i>)
<input type="checkbox"/> Special Day (SDC) <input type="checkbox"/> Resource (RSP) <input type="checkbox"/> Non-Public School (NPS) <input type="checkbox"/> Pending Assessment Services <input type="checkbox"/> Designated Instructional Services

NOTE: PARTICIPATION IN SPORTS – If the pupil participates in any athletic program governed by the California Interscholastic Foundation (CIF), he/she may not be eligible to participate at the new school. Parent/guardian should check the CIF rules before submitting an application.

BY MY SIGNATURE BELOW, I certify that to the best of my knowledge the information provided in this application is true and correct. I understand that issuance of a permit does not guarantee initial enrollment at a particular school site and that the district of attendance has discretion to determine the appropriate school site.

Legal Parent/Guardian's Signature _____ Date _____

**INTERDISTRICT ATTENDANCE PERMIT (GRADES K-12) FOR SCHOOL YEARS 20____ - 20____
(school years determined by receiving school district)**

RESIDENT SCHOOL DISTRICT: GRANTED DENIED REQUESTED SCHOOL DISTRICT: GRANTED DENIED

Reason(s) for denial: _____ Reason(s) for denial: _____

Authorized Signature (**Resident** School District) Date Authorized Signature (**Requested** School District) Date

SPECIAL EDUCATION ONLY:

Authorized Signature (**Resident** SELPA) Date Authorized Signature (**Requested** SELPA) Date

This application for an Interdistrict transfer and attendance, and any Interdistrict transfer permit (ITP) granted pursuant to same are governed by the terms of the Interdistrict transfer and attendance agreement entered into between the student's district of residence and district, which the student has applied to attend, including but not limited to the terms upon which an ITP may be revoked. A copy of the terms of the governing Interdistrict transfer and attendance agreement accompany this application and any resulting ITP, and are otherwise incorporated by reference.

DISTRIBUTION: *ORIGINAL – District of Residence *COPY – District of Request *COPY – Requested or Home School *COPY – Parent

**INTERDISTRICT TRANSFER AND ATTENDANCE AGREEMENT (GRADES K-12)
(ITP AGREEMENT)**

This Agreement is made between the Governing Boards of the resident and requested school district in accordance with the provisions of Education Code section 46600 et seq., and Education Code section 35160. The school districts and parent(s)/pupil are referred to in this Agreement individually as a "Party," and collectively as the "Parties." This Agreement applies only to these parties. If the pupil moves out of the district of residence into another district, the parent/pupil must reapply for a new Interdistrict transfer permit (ITP).

TERMS OF AGREEMENT

The Parties agree as follows:

1. **Effectiveness of Agreement.** This Agreement shall become effective as soon as two (2) or more of the Governing Boards of the Parties have ratified the Agreement. This Agreement is effective only with regard to students in grades K-12 who are enrolled in grade levels mutually maintained by the Parties.
2. **Term of Agreement.** Pursuant to Education Code section 46600, subdivision (a), the term of this Agreement shall be effective on July 1, 20_ , and shall terminate automatically on June 30, 20_ [*insert ending school fiscal year; up to 5 years after July 1st*] or before the pupil transitions to a new school, whichever is earlier. The Agreement will govern Interdistrict transfers of the Parties' students for the term of the Agreement.
3. **Reapplication Requirements.** A pupil with an ITP must reapply for a new ITP before being promoted to middle or high school or before transitioning from one school to another in the district. A pupil with an ITP to attend an alternative school in the district must reapply annually. In deciding whether to grant a subsequent ITP, in addition to the factors listed in sections 4 and 5, the district may require the pupil to have met the following standards: a 95% attendance rate; a 2.0 GPA or satisfactory marks in K-6; and a satisfactory discipline record (including no discipline issues for which the ITP could be revoked under paragraph 10).
4. **Terms and Conditions for Permitting a Transfer by the District of Attendance.** The Superintendent or designee of the district of attendance may approve an ITP for a student under this Agreement based upon any of the following reasons:
 - Student is enrolled or accepted in a program not available in the district of residence;
 - To meet the student's special mental, physical, educational, health, or safety needs as certified by a physician, school psychologist or other appropriate school, medical, or law enforcement personnel;
 - As set forth in EC 46600(b), when school personnel have determined that pupil has been the victim of bullying;
 - When recommended by the School Attendance Review Board, county child welfare, probation or a social service agency in documented cases of serious home or community issues that make it inadvisable for the student to attend in the district of residence;
 - When a student has brothers or sisters concurrently attending the same requested school;
 - When parent(s)/guardian(s) provide sufficient written evidence, as required by the district that the family will be moving to a new district within 60 days and would like the student to start the year in the new district;
 - To allow a student to remain in their current school within two years of graduation or promotion from that school;
 - The pupil's desire to remain in his/her school of current attendance for the balance of the semester or school year despite his/her parent's or guardian's change of address;
 - To address the childcare needs of the student in grade K-8;
 - Parent/guardian employment inside district (EC 48204). (This is a residency determination and may not be appealed);
 - To meet the conditions of the Open Enrollment Act SBX 54 (Romero).

When there are special circumstances for compelling educational or personal reasons beyond those stated above, the request will be referred to the Superintendent or Designee for a final decision;

5. **Terms or Conditions for Denying a Transfer by the District of Attendance.** The Superintendent or designee of the district of attendance may deny an ITP for a student under this Agreement based upon any of the following reasons:
 - If school facilities are overcrowded at the relevant grade level;
 - If district resources are limited;
 - If district determines that pupil grades, attendance, or behavior are unsatisfactory for district program; or any other consideration as long as it is not arbitrary.
6. **Notice of Denial of Transfer.** Written notice of the denial of an ITP shall be provided by the district denying the request. Written notice of the denial of an ITP shall, in all instances, advise the parent/guardian of the student whose ITP has been denied of all information required by Education Code section 46601.
7. **District Appeal Process.** A parent/pupil must exhaust all appeals within the district before he/she may appeal the denial of an Interdistrict transfer to the County Board of Education. (EC 46601)
8. **Transportation.** Unless otherwise agreed to or provided for by law, a student attending a school other than his/her district of residence under this Agreement is not entitled to and shall not receive home to school transportation from either his/her district of residence or district of attendance.
9. **Costs of Transfer Students.** Unless otherwise specifically provided for by law, the costs associated with the education provided to and services rendered for transfer students under this Agreement shall not be the responsibility of the district of residence.
10. **Terms for Revocation of an ITP.** Except as otherwise limited herein, the Parties agree that an ITP may be revoked before the conclusion of the school year based upon the following grounds:
 - a. If a student does not maintain a 95% attendance rate and/or a SART or SARB has been held;
 - b. If a student does not maintain a 2.0 GPA in grades 7-10 or satisfactory marks in K-6;
 - c. If a student has any suspendable offenses and/or the pupil has a behavior support plan;
 - d. If a student is recommended for expulsion; or
 - e. If it is determined that information provided to support an ITP application is inaccurate, invalid, falsified, or no longer applies.

However, once an ITP has been approved, the Superintendent or designee of the district of attendance may not revoke a student's ITP during the effective period of the ITP because of overcrowded facilities.



**Interdistrict Transfer Questionnaire
for Outgoing Transfer Requests
2024-2025**

Please complete this questionnaire and submit with your Interdistrict Transfer application. Your responses will assist us in evaluating your Interdistrict Transfer request.

Parent/Guardian Name: _____

Phone: _____

Student's Name: _____

Requested Grade Level: _____

Student's Name: _____

Requested Grade Level: _____

Student's Name: _____

Requested Grade Level: _____

Student's Name: _____

Requested Grade Level: _____

Why are you requesting a transfer? _____

If the reason for your request is for a specialized academic program, and the program is offered at one of our schools, would you consider enrolling your child(ren)? If no, please explain.
