

# INTRADISTRICT TRANSFER - CONDITIONS OF APPROVAL

Before enrolling at a school in the Cajon Valley Union School District upon approval of an Application for Intradistrict Attendance Permit, it is important that you are informed of the following aspects of the District's intradistrict transfer policy #5116:

- ♦ **SUBMISSION:** Parents/guardians shall initiate a transfer request on an Application for Intradistrict Attendance Permit available online at [www.cajonvalley.net](http://www.cajonvalley.net) or at the District Office, Long-Range Planning Department, 750 E. Main Street, Room 8 in El Cajon. A separate application must be submitted for each child. Completed applications should be submitted no later than **February 1** for attendance during the following school year.
- ♦ **NOTIFICATION:** Applicants will be informed via email of the transfer decision at the email address submitted on this application. If the application is waitlisted, the waitlist number shall be indicated in the email notification. For applications submitted by the deadline of February 1<sup>st</sup>, notifications of the decision will be emailed by May 1<sup>st</sup>. For applications submitted after the deadline, notifications may be emailed after May 1<sup>st</sup>.
- ♦ **WAITING LIST:** If there are more applications than seats available, a waiting list will be established based on a random, unbiased lottery to indicate the order in which students may be accepted as openings occur. Applicants filing after the February 1<sup>st</sup> deadline may be added to a waiting list in the order in which they are received. Applicants will be contacted if space becomes available. Waiting lists may only remain valid until the fourth week of the school year.
- ♦ **ELEMENTARY TO MIDDLE SCHOOL:** A student who has been granted an intradistrict transfer permit shall be regarded as a resident of the school of choice through the **highest grade at that school**. Upon transitioning to middle school, intradistrict transfer students will be enrolled at their **school of residence**. Students wishing to attend a middle school other than the resident school must complete a new Application for Intradistrict Attendance Permit.
- ♦ **ADDRESS CHANGE:** Students currently attending school on an approved intradistrict transfer permit are *not* required to resubmit a new Application for Intradistrict Attendance Permit each year when continuing at the same school. However, a new application must be submitted when a student incurs an address change that establishes new residency outside the school boundaries of the school attending.
- ♦ **FALSIFICATION:** Falsification of information on an application shall result in denial of the request or revocation of enrollment already granted.
- ♦ **TRANSPORTATION:** Except as otherwise required by law or policy, the District shall not be obligated to provide transportation for students who attend a school outside their attendance area.

## **REVOCAION OF INTRADISTRICT ATTENDANCE PERMITS**

An Application for Intradistrict Attendance Permit may be revoked at any time due to any of the following reasons:

- ♦ Excessive absences or tardies
- ♦ Poor citizenship
- ♦ Inability to show proof of current residence
- ♦ Providing false or misleading information
- ♦ Severe overcrowding

**MISBEHAVIOR:** Revocation for student misbehavior will be decided by the Site Student Success Team, District Student Success Team, Administrative Review Panel or after consultation with the Superintendent. If a decision is made to revoke a transfer, the reason will be stated in writing and communicated to the parent/guardian within three school days of the decision.

**OVERCROWDING:** Should a school experience severe overcrowding within the first four weeks of school, the Superintendent may revoke intradistrict transfers in the reverse order of their enrollment date, based upon the following:

- ♦ Permits for intradistrict transfer for students without siblings or parent employment shall be removed first.
- ♦ Permits for intradistrict transfer for students with siblings and/or students whose parent/guardian is employed with the District shall be revoked second.
- ♦ Permits for intradistrict transfer for students with the same enrollment date shall be removed by lottery.