

# INTERDISTRICT ATTENDANCE TRANSFER PERMIT

Cambrian School District

4115 Jacksol Drive • San Jose, CA 95124 • 408-558-4906 • Email: grandeyc@cambriansd.com

<b>Requested District:</b> _____	<b>School Year:</b> _____	<input type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Renewal</b>
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*This form is for Cambrian School District residents who wish to transfer to another school district.*

## STUDENT AND PARENT/GUARDIAN INFORMATION

Student's Legal Name: \_\_\_\_\_  
(As it appears on birth certificate) *Last,* *First* *Middle*

Date of Birth: \_\_\_\_\_ Grade Entering: \_\_\_\_\_  Male  Female School Requested: \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
*Address* *City* *State* *Zip*

Best number: \_\_\_\_\_ Best email: \_\_\_\_\_

## SPECIAL SERVICES

Does your student receive special services?  No  Yes-a copy of IEP or 504 plan is **REQUIRED** to accompany this form. Select services:  504 Plan  Speech  Special Day Class  Resource Specialist Program  Other: \_\_\_\_\_

## REASON FOR THE REQUEST

Please check reason(s) for the request listed below and **ATTACH** required documents. *Cambrian School District does not provide transportation.*

- Child Care (Required attachment: provider name, address, and phone number)
- Change of Residence (Date of move): \_\_\_\_\_
- Employment within District Boundaries (Required attachment: verification of employment from company)
- Other (Please explain): \_\_\_\_\_

## PARENT/GUARDIAN STATEMENT

In making this request, I understand the following conditions:

- 1) Approval by both districts is required
- 2) The District requested may investigate the student's attendance, behavior, and academic records before acting on the request
- 3) Approved permits are only valid for one (1) school year and must be renewed before each school year begins
- 4) Student and parent/guardian of approved permits will be expected to cooperate with school personnel and meet the attendance, behavior, and academic requirements of the district requested
- 5) Parents or guardians will be responsible for the student's transportation to and from school
- 6) I have the right to appeal the decision to the Santa Clara County Board of Education if the request is denied by the district, and all appeal rights have been exhausted in the district

I hereby certify that the student and parent/guardian information provided above is accurate and that I understand and agree to the above stated conditions. Falsification of information invalidates this request.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## DECISION OF AFFECTED DISTRICTS

<p><b>CAMBRIAN DISTRICT</b></p> <p>Approved <input type="checkbox"/> Denied <input type="checkbox"/> By: _____ Date: _____</p> <p>Reason for decision if denied or notes: _____</p>
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<p><b>REQUESTED DISTRICT</b></p> <p>Approved <input type="checkbox"/> Denied <input type="checkbox"/> By: _____ Date: _____</p> <p>Reason for decision if denied or notes: _____</p>
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Interdistrict transfer are to be renewed or requested on an annual basis during the open enrollment period (January to March 1) to attend school for the following year.

See reverse side for guidelines and additional information.

# General Guidelines for Interdistrict Attendance Agreements and Appeals

## The superintendent or designee may approve interdistrict agreements for the following reasons:

- A student who has been determined by personnel to have been the victim of an act of bullying, as defined in subdivision (r) of Section 48900, committed by a pupil of the school district of residence.
- To meet the childcare needs of the student for as long as he/she continues to use a childcare provider within district boundaries.
- To meet the student's special mental or physical health needs, as certified by a physician, school psychologist, or other appropriate school personnel.
- When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.
- To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
- To allow the student to remain with a class graduating that year from an elementary or middle school.
- When the parent or guardian provides written evidence (e.g. copy of lease; completed escrow papers) that the family will be moving into the district in the immediate future.
- When there is valid interest in a particular educational program not offered in the district of residence.
- A child of an active military duty parent or guardian. (Education Code 48301)

## The superintendent or designee may deny or revoke an interdistrict agreement for the following reasons:

- Excessive truancy
- Continual disruption to the educational program
- Failure to progress towards meeting district standards
- Overcrowding within district schools
- Limited district resources
- Capacity consideration of a program, class, grade level, or school building
- Adverse district financial impact
- Other considerations that are not arbitrary

**Transportation:** The parent/guardian will be responsible for the student's transportation to and from school.

**Timelines:** The district must respond to requests according to the following timelines:

- Future school year: a request received from January through August 1<sup>st</sup> (no later than 14 calendar days after the first day of instruction in the school year for which the transfer is sought)
- Current school year: a request received 15 days prior to the 1<sup>st</sup> day of school in the school year for which the transfer is sought (30 calendar days from receipt of the request)

**Parents/Guardians Right to Appeal a denied Interdistrict Transfer:** All appeals must be made in writing by the person who has legal custody of the student and follow the steps listed below.

### **Step 1:** Cambrian School District Enrollment Department

- Provide a written notice for reconsideration of the Interdistrict transfer to the Cambrian School District Enrollment Department. The Enrollment Department has thirty (30) days from receipt of the appeal to determine whether the transfer shall be permitted or denied

### **Step 2:** Local Board of Trustees

- If the request is denied again or the enrollment department neglects to act on it within thirty (30) days after the request for reconsideration has been made, the person may appeal to the Cambrian School Board of Trustees by providing a written notice for reconsideration of the Interdistrict transfer.

### **Step 3:** County Board of Education

- If either or both districts deny the request or fail to respond to the request within the timelines noted above, the parents/guardians have the right to file an appeal with the County Board of Education. The written appeal must be filed within 30 calendar days of the district's failure or refusal to issue a permit or to enter into an agreement allowing the interdistrict transfer. Failure to appeal within the required time is good cause for denial of an appeal. (Education Code 46601) Appeals can be filed at:

Santa Clara County Office of Education  
100 Ridder Park Drive • San Jose, CA 95131-2398 • Phone (408) 453-6509