

# REQUEST FOR INTERDISTRICT TRANSFER

## MARIN COUNTY, CALIFORNIA

**PLEASE PRINT** USE A SEPARATE FORM FOR EACH CHILD

STUDENT'S NAME \_\_\_\_\_ Date of Birth \_\_\_\_\_

**PART A: Parent/Guardian completes this section and returns to DISTRICT OF RESIDENCE**

**New Request**     **Renewal** (continuing transfer)    School year \_\_\_\_\_ Grade Level \_\_\_\_\_  
(for year requested) (for year requested)

I am requesting the transfer:

**FROM:** \_\_\_\_\_  
Name of District of Residence Name of School Currently Attending Grade

**TO:** \_\_\_\_\_  
Name of District of Desired Attendance School Requested (District retains right to assign any school)

Each school district in Marin County has a policy with locally determined criteria for accepting/denying/revoking interdistrict transfers which may or may not include the reasons listed below. After reviewing your local district policy, check the reason for requesting the transfer, and attach written supporting explanation and/or documentation, if necessary. District policy may allow for revocation of a permit for interdistrict enrollment based on such criteria as student behavior, attendance and academic performance. District policy may also allow for conditional approval, dependent on program capacity or class size limits.

Check reason:

- Complete current school year
- Child care \_\_\_\_\_  
Name and address of provider
- Specific Program Needs such as independent study (please describe) \_\_\_\_\_
- Sibling Attending (Name, Grade Level & School) \_\_\_\_\_
- Other \_\_\_\_\_

Is this student currently under an "Expulsion Order"?  Yes  No If yes, please attach Expulsion Order.

Has student been expelled in the past?  Yes  No

Has the expulsion been expunged?  Yes  No If no, please attach expulsion order.

Is your child currently under an order of suspension?  Yes  No If yes, please attach order of suspension.

I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED ABOVE, INCLUDING THE REASON FOR REQUEST, IS TRUE AND ACCURATE. I UNDERSTAND THAT THIS COMPLETED FORM MAY BE RELEASED BY THE DISTRICT OF RESIDENCE TO THE DISTRICT OF DESIRED ATTENDANCE AND TO THE MARIN COUNTY OFFICE OF EDUCATION. I UNDERSTAND THAT THIS INFORMATION MAY BE VERIFIED, AND INACCURATE OR FALSE INFORMATION MAY SUBJECT MY REQUEST TO DENIAL OR REVOCATION. I ALSO UNDERSTAND THAT THE INTERDISTRICT TRANSFER REQUEST MUST BE RENEWED ANNUALLY. I UNDERSTAND THAT BOARD POLICY OF THE DISTRICT OF RESIDENCE MAY CONDITION CONTINUING APPROVAL OF THIS REQUEST ON STUDENT BEHAVIOR, ATTENDANCE AND ACADEMIC PERFORMANCE.

**PLEASE PRINT** Parent/Guardian Names: \_\_\_\_\_ Date \_\_\_\_\_

Residence Address \_\_\_\_\_  
Street City State Zip

Mailing Address (if different from residence) \_\_\_\_\_  
Street City State Zip

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Email \_\_\_\_\_

**PART B: District completes**

\_\_\_\_\_  
**SIGNATURE OF PARENT/GUARDIAN**

**ACTION OF DISTRICT OF RESIDENCE**

Approved     Conditional Approval     Denied  
Reason: \_\_\_\_\_

**ACTION OF DISTRICT OF DESIRED ATTENDANCE**

Approved     Conditional Approval     Denied  
Reason: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Representative Date

By: \_\_\_\_\_  
Authorized Representative Date

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Terms of Conditional Approval: \_\_\_\_\_

**Please Note:** Both districts must identify the length of the approval period, which may be for a period of one to five school years, and make specific reference to board policies that set forth the terms and conditions under which the permit shall be granted or denied, revoked, or not renewed.

## PARENT'S RIGHTS

### Relating to Interdistrict Attendance Agreement Requests

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

- Request an interdistrict attendance permit from your district of residence to the district you desire your child to attend.
- Receive a written copy of local school board policy relating to interdistrict attendance agreement requests from both the district of your residence and the district you desire to attend.
- Whether you may appeal an adverse decision from either the district superintendent or designee to the local school board is subject to local school board policy.
- Receive written notice of local board action or superintendent's decision acting on behalf of the board within a period of time specified by local policy.
- Appeal a denial or failure to take timely action on your request to the Marin County Board of Education, after both the district of residence and the district of intended enrollment, appeals have been exhausted. Please call (415) 499-5801 for appeal procedures.

#### NOTE:

Completed Request for Interdistrict Transfer form is to be returned to the District of Residence. District of Residence returns the completed NCR form (Pink Copy) to the Marin County Office of Education.

Jan. 2016