



MORENO VALLEY UNIFIED SCHOOL DISTRICT

Alessandro Administrative Center

23301 Dracaea Avenue
phone: (951) 571-7690 Fax: (951) 571-7686
Website: www.mvusd.net

PLEASE NOTE:
Transportation is not provided for transfer students.
The school you requested may be at or near their enrollment capacity. Your request for a transfer may be denied due to lack of available space.

INTRADISTRICT TRANSFER REQUEST

SCHOOL YEAR:
2019-2020

One for per student STEAM Please print

STUDENT ID#: GRADE REQUESTED:

Student Information:

Student's Last Name: Student's First Name: MI: Date of Birth:

Address: City and Zip Code:

School of Residence: Current school of attendance: School requested:
Is your student currently involved in a specialized program?
RSP: SDC (NSH- ED -SH other: ) SPEECH:
ACS/Bilingual: Open Enrollment Act: GATE:

ETHNICITY
Pacific Islander Other Islander Caucasian/White
American Indian Hispanic or Latino Other Asian
Asian Black or African American
Filipino
Declines to State
Reason for request:

Is the parent/legal guardian currently employed at the site requested?
If yes, please provide name of parent/guardian: yes no
Has your student ever been revoked or denied a transfer?
If yes, name of school
Reason:
I acknowledge that transportation is not offered to the transferred school:
Parent's initial

Sibling (brother and/or sister living at same address) Information for 2019-2020

Table with 4 columns: Name (First and Last), Sibling(s), Grade, School of Attendance

Parent/Guardian Information

Print name of parent/guardian: Signature of parent/guardian:

Relationship to student: Home Phone: Business/Cell Phone: Date:

TRANSFER GUIDELINES, TIMELINES, AND IMPORTANT NOTES ARE LISTED ON THE BACK
District Office Use Only

Intradistrict Transfer Request is approved for the above School Year based upon:
Space available at school requested
Continuing enrollment at current school of attendance
Conditional based on academic, attendance and discipline contract
Senior Exemption
Special Circumstances
Administrative Placement
Other:
Intradistrict Transfer Request is disapproved based upon:
Space is not available at school requested
Student is not adhering to the school's rules, regulations and/or procedures (see reverse side for rules)
Other:

Special Education Review and Response:
Approved: Denied:
Reason:
Assistant SELPA Director:
Date:

CRC Manager/Director Date

# **TRANSFER GUIDELINES**

- \* A transfer is contingent upon the general procedures and rules on which transfers are granted. (For additional information see Administrative Regulations AR 5116.2)
- \* A transfer is approved based upon spaces available in a school and at a grade level. The district is required to reserve space at a school to serve students who reside in the school's attendance boundaries.
- \* When changing school levels (elementary to middle; middle to high), a new transfer must be filed.
- \* An approved transfer will be reviewed annually to assure that the transfer continues to meet these guidelines and the district regulations for transfers.
- \* **Parents/Guardians will furnish transportation at their expense for their child to attend the school requested.**
- \* High school students must adhere to the California Interscholastic Federation (CIF) rules governing transferring from one high school to another. Contact your home high school to be apprised of the most recent rules.
- \* A transfer is approved in accordance with the Board regulations and the student shall abide by all school rules and procedures.
- \* **A student may have the transfer revoked and be transferred back to the school of residence for any of the following reasons:**
  1. Falsifying information (for example: Residence/Address)
  2. Unsatisfactory school attendance record (including tardiness)
  3. Lack of acceptable academic progress
  4. Repeated unacceptable behavior/discipline violations
  5. Failure to provide transportation
  6. Owing of funds to the school district
  7. Ceasing to participate in a specialty program or school program designed with special entrance criteria (i.e. Magnet program, Gate, ACS, etc.)

## **TRANSFER EXPIRATION TIMELINE**

**A student approved for a transfer must begin attendance within two days of the start of a new school year or within two weeks after the date of approval during the school year or the transfer will become void.**

## **TIMELINES**

- \* The Open Enrollment period for filing transfers for the next school year begins the first school day after Winter Recess and closes the second Friday in March.
- \* Notification of decisions on transfers for traditional schools filed during the open enrollment period will be made by the last Friday in June.

*Per the 1994 Parental Choice Law, intradistrict transfer approvals are based on the number of requests received versus the number of spaces available. If more intradistrict transfers are received than there are spaces available, the seats will be filled using a random unbiased drawing method.*