

Student ID # \_\_\_\_\_

La Mesa-Spring Valley School District  
**INTRADISTRICT TRANSFER REQUEST**  
(Between schools within the LMSV District)

\_\_\_\_\_  
Date/Time Received

**SECTION A: PARENT/GUARDIAN COMPLETES THIS SECTION** (PLEASE PRINT AND USE INK)

REQUESTED FOR SCHOOL YEAR 20\_\_ 20\_\_

Give **GRADE LEVEL** for year requested

STUDENT'S NAME	1. _____	_____	_____	_____	_____
	LAST	FIRST	MIDDLE	DATE OF BIRTH	GRADE
	2. _____	_____	_____	_____	_____
ADDITIONAL SIBLINGS ATTENDING	3. _____	_____	_____	_____	_____
	LAST	FIRST	MIDDLE	DATE OF BIRTH	GRADE
	_____	_____	_____	_____	_____
	LAST	FIRST	MIDDLE	DATE OF BIRTH	GRADE

TELEPHONE NUMBERS:

PARENT/GUARDIAN NAME ADDRESS CITY/ZIP

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME/CELL: \_\_\_\_\_  
MOTHER'S WORK: \_\_\_\_\_  
FATHER'S WORK: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

SCHOOL OF RESIDENCE: \_\_\_\_\_

SCHOOL CURRENTLY ATTENDING: \_\_\_\_\_  
OR LAST ATTENDED

**Are there any siblings currently attending your School of Choice? List them:**  
\_\_\_\_\_  
GRADE \_\_\_\_\_  
\_\_\_\_\_  
GRADE \_\_\_\_\_

SCHOOL OF CHOICE: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

**REASON FOR REQUEST: Check ONE:**

- School Choice     Child Care     District Employee     McKinney Homeless Act

Name/Address/Phone number Child Care: \_\_\_\_\_

STUDENT IS ENROLLED IN THE FOLLOWING PROGRAM(S):

- GATE/PACE     504     SAI\*     SDC\*     SPEECH\*     OTHER \_\_\_\_\_

\*Special education students will be considered for transfer based on individual needs of students, schools and/or program availability and class composition. **Upon approval of an Intradistrict Transfer, transportation becomes the responsibility of the parent(s).**

**PLEASE READ AND NOTE THE FOLLOWING:** I understand my request will be considered along with other applications. If applications exceed space available, a random, unbiased selection process will be used to determine the order of acceptance after continuing students, and siblings have been placed. I also understand that revocation of an approved intradistrict transfer may occur due to full school capacity or for unsatisfactory attendance, and/or excessive tardiness. **PARENT/GUARDIAN FORWARDS ALL COPIES OF FORM TO ANY SCHOOL IN THE LMSV DISTRICT OR DISTRICT OFFICE.**

PARENT/GUARDIAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SECTION B: FOR DISTRICT USE ONLY**

Request has been :     APPROVED (enrollment of your child must be completed within two weeks )  
                                   DISAPPROVED

Reason:     Lack of space     Other: \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signature/Title)

\_\_\_\_\_  
(Date)

## REGULATIONS GOVERNING INTRADISTRICT REQUESTS

### **Conditions for Intradistrict Attendance:**

Students who reside within La Mesa-Spring Valley School District boundaries may apply for enrollment in any District school within guidelines as stated in Board Policy Section 5118. As space is available for additional students, Intradistrict Requests shall be honored. Should a school receive more applications than they can accommodate, a random, unbiased selection process will be used to determine the order of acceptance after continuing students and applicants under the No Child Left Behind legislation have been placed.

Once enrolled, students shall not be required to apply for readmission if they remain in the La Mesa-Spring Valley School District. The approved Intradistrict Request shall remain in effect throughout the student's attendance in either elementary or middle school. However, the student may be subject to displacement due to excessive enrollment or revocation of permit. The Board of Education also retains the authority to maintain racial/ethnic balances among the schools. Therefore, intradistrict transfers that jeopardize pupil racial/ethnic balance may be denied or revoked. Transportation to the transfer school shall be provided by the parents/guardians.

### **Revocation of Intradistrict Requests**

Intradistrict Requests may be revoked during the school year if efforts to involve the parents/guardians in correcting unacceptable attendance or behavior situations have not been effective. (Board Policy 5118.6)

### **Overflow Permits:**

In the event the school of residence is full, an Intradistrict Request will be granted at a designated school. If space becomes available during the year, the parent will be notified and given the option of their child attending the home school. Transportation to the designated overflow school will be provided at no expense during the first year only. At the end of the school year, the parent must apply to remain at the designated overflow school if they so desire.

### **Selection Procedures:**

The law provides for three exceptions to the requirement for random selection: (a) The Board of Education retains the authority to maintain racial/ethnic balances among the schools, (b) transfers based on the No Child Left Behind legislation have priority, and (c) The Board may continue to use existing selection criteria for specialized schools. To accommodate the needs of families, siblings of students remaining in the school of choice will also be granted intradistrict status outside of the random selection process, subject to space availability.

**All new Intradistrict Requests received by the Student Services Department by March 30** are eligible for participation in a selection process. Applications received after the March 30 deadline will be processed in the order in which they are received unless they fall under the No Child Left Behind guidelines. **All students will be notified of final approval or disapproval by August 1.**

Permits will be approved, as space is available, in the order listed below:

- (1) Students currently attending a school on an Intradistrict Request.
- (2) Pupils who request an Intradistrict Request on the basis of the No Child Left Behind Act legislation.
- (3) Siblings of pupils continuing at the school requested.
- (4) Pupils whose parent(s) or legal guardian(s) are assigned to a school as their primary place of employment.
- (4) Students submitting applications by March 30.
- (5) Students submitting applications after March 30.

After the requests have been processed, the parent/guardian will be notified by mail of the outcome of the request. **Applicants who receive approval must contact the school to confirm their enrollment within two weeks.**

If you have any questions regarding the above, please contact the Student Services Department at 619-668-5700 or visit our website at [lmsvsd.org](http://lmsvsd.org).