

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

						OFFICE USE ONLY	
STUDENT'S NAME	1	LAST	FIRST	MIDDLE	DATE OF BIRTH	GRADE	ID NUMBER
	2	LAST	FIRST	MIDDLE	DATE OF BIRTH	GRADE	ID NUMBER
	3	LAST	FIRST	MIDDLE	DATE OF BIRTH	GRADE	ID NUMBER
	4	LAST	FIRST	MIDDLE	DATE OF BIRTH	GRADE	ID NUMBER

ADDITIONAL SIBLINGS REQUESTED

PARENT / GUARDIAN NAME	
ADDRESS	
CITY/ZIP	

PRIMARY NUMBER: _____
 MOTHER'S WORK: _____
 FATHER'S WORK: _____
 EMAIL ADDRESS: _____

SCHOOL OF RESIDENCE: _____

SCHOOL CURRENTLY ATTENDING OR LAST ATTENDED: _____

SCHOOL OF CHOICE 1: _____

SCHOOL OF CHOICE 2: _____

Are there any siblings currently attending your School of Choice? List them:

LAST, FIRST	GRADE
LAST, FIRST	GRADE

REASON FOR REQUEST (CIRCLE ONE):

- SCHOOL CHOICE
 CHILD CARE
 DISTRICT EMPLOYEE (LOCATION: _____)
 MCKINNEY HOMELESS ACT

Name/Address/Phone number Child Care: _____

STUDENT IS ENROLLED IN THE FOLLOWING PROGRAM(S) (CIRCLE ONE OR MORE):

- 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, for unsatisfactory attendance, unsatisfactory behavior, 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 FOR:** _____
 (ENROLLMENT MUST BE COMPLETED WITHIN TWO WEEKS)

REASON: **DENIED**

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.

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) 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 31 are eligible for participation in a selection process. Applications received after the March 31 deadline will be processed in the order in which they are received. **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) Siblings of pupils continuing at the school requested.
- (3) Pupils whose parent(s) or legal guardian(s) are employed by the district as a contracted employee.
- (4) Students submitting applications by March 31.
- (5) Students submitting applications after March 31.

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 Supports Department at 619-668-5700 or visit our website at lmsvsschools.org.