

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

Date/Time Rec'd _____

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

REQUESTED FOR SCHOOL YEAR 20____-20_____

GIVE GRADE LEVEL FOR
SCHOOL YEAR REQUESTED

STUDENT'S NAME
ONLY INCLUDE SIBLINGS REQUESTING TRANSFER

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

PARENT / GUARDIAN NAME: _____
 ADDRESS: _____
 CITY/ZIP: _____

PRIMARY PHONE: _____
 MOTHER'S WORK PHONE: _____
 FATHER'S WORK PHONE: _____
 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 (CHECK 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) (CHECK ALL THAT APPLY):

- 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)
 DENIED
 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 Transfer 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 at La Mesa-Spring Valley School District, address listed on the transfer form. The approved Intradistrict Transfer 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.

Intradistrict transfers may be denied due to program capacity, unsatisfactory attendance, unsatisfactory behavior, and/or excessive tardiness.

Revocation of Intradistrict Transfer Request

Intradistrict Transfer 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, the student will be placed at a designated school. The parent may request to be added to a resident waiting list and will be contacted if space becomes available at the school of residence during the year. Transportation to the designated overflow school may be provided at no expense during the first year only. When transfer open enrollment begins for the following school year, parents must apply for an intradistrict transfer if their students wish to remain at their current school. If the school of residence is an Academy, please note that registration deadlines vary. Contact the school for enrollment information.

Selection Procedures

The law provides for two 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. All new Intradistrict Transfer Requests received by the Student Supports 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 received.

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

1. Students currently attending a school on an Intradistrict Transfer 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 benefitted, full-time, 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 that are approved must contact the school within two weeks to complete their enrollment. Failure to meet this timeline will be deemed an abandonment of the request, and the condition under which an existing intradistrict transfer permit may be revoked or rescinded (Education Code 46600.2).

If you have any questions regarding the above, please contact the Student Supports Department at 619-668-5700 or visit our website at www.lmsvschools.org.