



## Frequently Asked Questions About Transfers

### 1. What is the difference between an “Intra-district” transfer and an “Inter-district” transfer?

An “Intra-district” transfer is a transfer between two schools within the La Mesa-Spring Valley School District and is based on your home address. For example, if you live in La Mesa and your school of residence is Murray Manor, but you want your child(ren) to go to La Mesa Dale, you would need to complete an Intra-district transfer request.

An “Inter-district” transfer is a transfer between two districts and is based on your home address. For example, if you live in Lemon Grove and your district of residence is in the Lemon Grove School District, but you want your child(ren) to attend Parkway Middle School, you would need to complete an Inter-district transfer request.

### 2. Where can I get the transfer forms?

Intra-district transfer forms are available on the district’s website ([www.lmsvschools.org](http://www.lmsvschools.org)) and are submitted via a Google form. Inter-district transfer forms are available on the district’s website ([www.lmsvschools.org](http://www.lmsvschools.org)) and at all other school district offices (e.g. Lemon Grove School District’s district office). If you are applying for an inter-district transfer to attend a school in the La Mesa-Spring Valley School District from another school district, you must first have your district of residence sign the transfer to release you. You must then submit the request to LMSV by returning it, in person to the Student Supports Department at the Education Center located at 4750 Date Ave, La Mesa CA 91942 or by email to [transfers@lmsvsd.net](mailto:transfers@lmsvsd.net).

### 3. What are the timelines for transfer requests?

La Mesa Spring Valley School District will start accepting and releasing transfers beginning on February 1. Transfer forms received during the open enrollment window (Feb, 1st-March 31st) will be placed based on space availability and transfer criteria. If applications exceed space available, a random, unbiased selection process will be used to determine the order of acceptance. Please note that we continue accepting transfers after the enrollment window closes, however those will be processed in the order received. Requests for releases on inter-district transfer forms (transfers to leave the La Mesa-Spring Valley School District) will be processed on a daily basis.

### 4. How do I know when my transfer has been approved?

Results will be shared via email. If the transfer has been approved, you must enroll your child within 2 weeks from the date of the transfer approval notification. If the transfer has not been approved or if you have been placed on a waiting list, you must enroll your child at your school of residence.

### 5. Do I have to fill out a transfer every year?

In general, no. Transfer forms are required to be completed under these circumstances:

- **TK Enrollment** - If you desire to attend a school other than your designated TK residence site.



- **Kindergarten through 6th Grade Enrollment** - You would fill out a transfer form once for this grade span if you desire to attend a school site other than your school of residence. This transfer, if granted, only applies to the school for which you have applied. If you desire to move to a different school, you will need to complete a new transfer request form.
- **Middle School Enrollment (or Academy Enrollment for whatever grade you transition to the academy campus)** - A new transfer form is required if the middle school or academy is not your school of residence.
- **Change in Residence** - If you move at any point to a different school or district of residence (mid-year or between school years), you must complete a new transfer request form.
- **Change in Desired School** - If you are currently attending a school on an approved transfer and are requesting to move to a different school site, a new transfer form is required.

**6. Can I submit both an Intra-district transfer request for LMSV and also an inter-district transfer request to attend school in another district at the same time?**

You are welcome to complete both an Intra-district and Inter-district transfer request for your child. However, if your Intra-district transfer to an LMSV school is accepted, you will need to confirm your decision by registering at that school within two weeks of notification of approval (see #4 above). If you choose to pursue your Inter-district request to a different district, please notify LMSV as soon as possible so that we may offer available space to other students.

**7. Can I put more than one school on the transfer form?**

Yes; however, be sure to identify which school is your first and second choice. We will do our best to accommodate based on the information you provide.

**8. What are the reasons that my transfer may be denied?**

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

**9. If my transfer is denied, what is the appeals process?**

If a request for a transfer is denied, the student's parents/guardians may file an appeal by sending an email to [transfers@lmsvsd.net](mailto:transfers@lmsvsd.net). You will receive a notification regarding your appeal status within 15 days of your appeal. If the appeal is still denied you may appeal to the county office of education in the student's district of residence within 30 days of receipt of the official notice of denial of the transfer.

**10. What are the conditions under which my transfer may be revoked or rescinded?**

A transfer may be revoked during the school year if efforts to involve the parents/guardians in correcting unacceptable behavior or attendance situations have not been effective.

**11. Is transportation provided if my student's transfer is approved?**

No, transportation is the responsibility of the parent/guardian and is not provided for transfers.