

Students

**TRANSFER BETWEEN SCHOOLS AND BETWEEN SCHOOL DISTRICTS**

**Enrollment Priorities**

Parents/guardians may apply for intradistrict/zone transfers within the boundaries of the Chula Vista Elementary School District (CVESD).

Parent/guardians may apply for an interdistrict transfers from neighboring school districts when an Interdistrict Agreement with the district of residence is in place.

New transfer requests are considered when the needs of the attendance area students have been addressed and classroom space is determined to be available. Applications are processed based on the date of application.

Renewal transfer requests are considered annually based on space availability, and whether or not there are attendance and/or behavior issues.

Classroom space is prioritized in the following manner:

1. Attendance area students.
2. Renewal intradistrict/zone transfer students.\*
3. New intradistrict/zone transfer students who have attended the last two consecutive school years at the requested school.
4. New intradistrict/zone transfer requests from staff.
5. Renewal interdistrict transfer requests from staff.\*
6. New intradistrict/zone transfer requests of siblings of current students.
7. New intradistrict/zone transfers.
8. Renewal interdistrict transfer requests.\*
9. New interdistrict transfer requests from staff.
10. New interdistrict transfer requests of siblings of current students.
11. New interdistrict transfer requests.

\*When completed within the parameters set on the registration timeline.

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Priority of student placement will be given to intradistrict/zone applications submitted under state or federal mandates.

#### **Transfer Procedures**

##### 1. Intradistrict/Zone Transfers

School of choice transfer information is sent to parents/guardians District-wide each February for the upcoming school year. Parents/guardians may apply throughout the current year for their children to attend a school other than the neighborhood school during that year. They may contact the neighborhood school for intradistrict/zone transfer applications. Completed intradistrict/zone transfer applications are forwarded by the neighborhood school to the District Office for processing.

- Every effort is made to process new intradistrict/zone transfer applications received by May prior to the start of the new school year.
- Renewal intradistrict/zone transfer applications are mailed by the Student Placement Office in February for the upcoming school year. Applications must be returned to the school of attendance by the date indicated on the renewal instructions.
- Parents/guardians are notified by mail regarding the outcome of the transfer requests.
- Each school will maintain a wait list for intradistrict/zone transfer requests with names prioritized by date of application.

##### Intradistrict/Zone Transfer Denials

Intradistrict/Zone Transfers (new or renewal) may be denied or revoked based on any or all of the following circumstances:

- Lack of space or projected lack of space in the school of choice. The Student Placement Office may offer possible alternate placement options for denied transfers.
- Attendance issues, such as truancy, excessive absences and/or tardies.

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- Behavior issues such as noncompliance with authority, exhibiting dangerous, disruptive and/or disorderly behavior, negatively impacting the educational program for self and/or others.
- Failure to participate in the program for which the transfer was approved.

Students denied for these reasons will not be given placement on school wait lists.

Intradistrict/Zone Transfer students may be returned to their neighborhood school during the current school year based on a recommendation by the school administrator, and/or the School Attendance Review Team (SART), and/or the School Attendance Review Board (SARB) for the reasons stated above. The decision to revoke will be made by the Executive Director of Operations and Instruction, or designee.

2. Interdistrict Transfers

Families living in other school district boundary areas may apply for their students to attend CVESD with an Interdistrict Transfer application. This is a district-to-district application and students may be placed at school locations other than preferences listed.

- Interdistrict transfer applications are initiated at the school district of residence.
- Incoming interdistrict transfer applications, with signed authorization from the district of residence, must be submitted to the Student Placement Office for processing.
- Incoming interdistrict transfer applications for the upcoming school year are accepted on or after the first Monday in May, as long as the Interdistrict Agreement with the district of residence is in place.
  - Every effort is made to process new interdistrict transfer applications received on or after the first Monday in May prior to the start of the new school year.

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- Parents/guardians need to enroll their children in the neighborhood school while the interdistrict transfer application is being processed.
- Interdistrict Transfer applications are approved by the Executive Director of Operations and Instruction, or designee.
- Parents/guardians are notified by mail regarding the outcome of the transfer request.
- No wait list is maintained for interdistrict transfer applications.

Interdistrict Transfer Denials

Interdistrict Transfers (new or renewal) may be denied or revoked based on the following circumstances:

- Lack of space or projected lack of space in the school of choice. The Student Placement Office may offer possible alternate placement options for denied transfers.
- Attendance issues, such as truancy, excessive absences and/or tardies.
- Behavior issues such as noncompliance with authority, exhibiting dangerous, disruptive and/or disorderly behavior, negatively impacting the educational program for self and/or others.
- Failure to participate in the program for which the transfer was approved.

Interdistrict Transfer students may be returned to their district of residence during the current school year based on a recommendation by the school administrator, and/or the School Attendance Review Team (SART), and/or the School Attendance Review Board (SARB) for the reasons stated above. The decision to revoke will be made by the Executive Director of Operations and Instruction, or designee.

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**Appeals Process**

Denied interdistrict transfer applications may be appealed in the following manner:

- Request for appeal must be submitted in writing to the Student Placement Office Manager within thirty days of the denial date.
- The Executive Director of Operations and Instruction, or designee, will review the appeal and issue a final decision on behalf of CVESD within thirty days of receipt of the written request.
- The student is to attend the district of residence while the appeal is being processed.
- Any further request for appeal should be directed to the San Diego County Office of Education, Student Support Services.

**Transportation**

Transportation is not provided for intradistrict/zone transfer students unless mandated by state or federal law.

Transportation is not provided for interdistrict transfer students.

Regulation

Reviewed: 05/17/94

Reviewed: 01/18/11

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CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
Chula Vista, California