IMPORTANT: Please read page 1 and 2 of this document before completing the application on page 3.

Authority for Transfers
In accordance with Sections 46600 to 46608 inclusive and 48204, of the California Education Code, the school districts of San Diego County may establish interdistrict agreements to provide for an exchange of pupils and allow pupils to enroll in school districts other than which they reside.

a. Approving the enrollment of pupils who reside outside a school district's boundaries is not mandatory.
b. Approval of your application for an interdistrict attendance permit does not guarantee placement at a school you request. The district may approve your request for transfer and offer a placement at any school in the district with space for the student.
c. Falsification of any information provided on this application or during the enrollment process is cause for immediate denial or revocation of your Interdistrict Attendance Permit.

Steps in the Interdistrict Attendance Permit Application Process
Step 1: Complete all sections of the *Application for Interdistrict Attendance Permit (Form 341)*. Incomplete applications will be returned to the parent. Requests for transfer may be considered if there is sufficient room in the district in the student's grade level and program. To assure the school districts involved in the transfer have the information they need to make this determination, you must submit a copy of your child's last Section 504 Educational Plan or special education Individual Education Plan (IEP) if your child is supported by one of these plans.

The reasons for transfer described on this application may be considered by the school districts involved in accordance with the policies of their governing boards. School districts may also require that you submit supporting documents with your application for items denoted below with an asterisk. Examples of reasons for transfers include:

a. **Renewal of Permit:** The student's current interdistrict attendance permit is about to expire or become invalid because the student is completing the highest grade level in their school or is moving into a new district of residence.
b. **Moving Out of the District:** The student is moving out of the desired school district and requests to remain enrolled.
c. ***Temporary Move:** The parent/guardian must provide evidence the student will be living out of the district for one year or less.
d. **Graduating Class:** The student requests to remain with a class graduating that year from an elementary, middle, or high school.
e. ***Sibling in Desired District:** The transfer is requested because the student has a sibling attending school in the receiving district.
f. **Temporary Permit:** The student has moved out of the district and wishes to complete the current school year in the district.
g. ***Moving into District Soon:** The parent/guardian must provide written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district.
h. ***Victim of Bullying:** The parent/guardian must provide written evidence the student has been determined by staff of either the district of residence or desired district to be a victim of an act of bullying as defined in Education Code 48900(r), committed by a student of the district of residence.
i. ***Childcare:** The parent/guardian must provide written evidence the transfer is needed to meet the childcare needs of the student. If approved, the student may be allowed to continue to attend district schools only as long as he/she continues to use a child care provider within district boundaries.
j. ***Health & Well-Being:** The parent/guardian must provide written evidence the transfer is required to meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.

k. ***Social Service Recommendation:** The parent/guardian must provide written evidence the transfer is recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.
l. **Specialized Program:** The student requests enrollment in a particular educational program not offered in the district of residence. If approved, the student may be required to remain in requested program in order to remain enrolled in the desired district.
m. **Personal & Social Adjustment:** To provide a change in school environment for reasons of personal and social adjustment.
n. ***Employed within Boundaries of Desired District:** The parent/guardian must provide written evidence the parent's/guardian's place of employment is within the boundaries of the district of desired attendance. *NOTE: An interdistrict attendance permit issued for this reason does NOT constitute recognition of a claim of residency as described by California Education Code section 48204(b).*

Step 2: Submit the application to the district in which you live in accordance with that district's policies and procedures governing interdistrict transfers.

Step 3: If approved by your district of residence, you must then submit your application to the district of desired attendance.

Timeframe for District Response

a. The districts involved will notify the parent / guardian by mail of their decision within timeframes specified herein.
b. Education Code 46601 provides the following timeframes for notification:
   - For requests submitted during the regular school year, districts shall respond within 30 days of submitting the request.
   - For requests submitted for admission in the subsequent school year up to 30 days prior to the start of the subsequent regular school year, districts shall respond within 14 calendar days of the start of the subsequent school year.
c. While your application is pending, **the pupil must attend school** in the district of residence, a charter school, a private school, or other option complying with California compulsory education requirements.

Approvals

a. A permit for interdistrict attendance is valid only while conditions stated on the permit are maintained, and the permit may be revoked by the granting district for failure to comply with conditions (e.g. attendance, citizenship, scholarship). Permits may be issued to allow transfer to another district for a limited period of time.
b. Should the student's residence change from one district to another, you will need to apply to your new district of residence to remain in the district of desired attendance.
c. Transfers for grades 9 – 12 may can result in student being ineligible to play CIF sports for a period of time. Eligibility determinations are subject to the rules of the San Diego Section of the California Interscholastic Federation (CIF-SDS) and its member conferences and leagues. If you should have any questions regarding eligibility, the phone number for CIF-SDS is (619) 292-8165.

Appeal of Denials

The person having legal custody of the student may appeal, within 30 calendar days of a school district's failure or refusal to issue a permit, to the county board of education having jurisdiction over the district of residence of the parent, legal guardian or person having legal custody. Failure to appeal within the required time is good cause for denial of an appeal. An appeal shall be accepted only upon verification by the county board's designee that all appeals within the districts have been exhausted. Contact the school district issuing the denial for information on the school district's appeal process, if any. For information on appeals to the San Diego County Board of Education, contact the San Diego County Office of Education, Department of the Student Support Services at 858-292-3786.

Please keep pages 1 & 2 of this document for your records.

Click to Reset Form

Application for Interdistrict Attendance Permit (Form 341) **School Districts of San Diego County**

Please review the information on page 1 & 2 before completing this form. You must complete a separate application for each child you wish to transfer.

Student Name:	Last	First		Middle	
Date of Birth:	Month / Day / Year	Transfer for School Year:		Transfer for Grade:	
School District of Residence:		Most Recent School Attended:			

Yes	No	**This section MUST be completed, or the application will be returned to the parent/guardian.**	(Example: K – 3)
		Is the student currently under an expulsion order or going through an expulsion process?	
		Has the student ever received special education (IEP) services? If yes, during what grades?	
		Has the student ever received Section 504 accommodations? If yes, during what grades?	
		Is the student currently receiving special education (IEP) services? If yes, you must include a copy of the most recent IEP.	
		Is the student currently receiving Section 504 accommodations? If yes, you must include a copy of the most recent 504 Plan.	

IMPORTANT NOTE: Approval of this application does not guarantee placement at a school you request. Placement may be made at any district school with space.

Desired District:		Preferred Schools:	1.
			2.

Please review page 1 for descriptions of each of the following items and check off all that apply. Supporting documents may be requested for items denoted with an *.

	a) Renewal of Permit		f) Temporary Permit		j) *Health & Well-Being		n) *Employed within Boundaries of Desired District
	b) Moving Out of the District		g) *Moving into District Soon		k) *Social Services Rec.		
	c) *Temporary Move		h) *Victim of Bullying		l) Specialized Program		o) Other reason, describe below
	d) Graduating Class		i) *Childcare		m) Personal & Social Adjustment		
	e) *Sibling Attending in Desired District	Sibling's Name:			Sibling's School:		

Please tell us more about your reasons for transfer in the following box. You may attach additional pages if needed:

Parent / Guardian:	Last	First	Primary Phone:	
Home Address:			Primary E-mail:	
City & Zip Code:		Parent / Guardian #2:	Last	First

DECLARATIONS

1. I have read and understand the information presented on page 1 & 2 of this document.
2. I understand that if a transfer permit is approved, the permit may be revoked if the student fails to maintain the conditions of permit at any time based on individual district policies. Individual district policies on Interdistrict Attendance apply to each permit, and I have read and understand those.
3. I have read and understand the appeal rights described on page 2 of this form in the "Appeal of Denials" section.
4. I understand providing false or misleading information during the transfer application or enrollment process is sufficient reason for denial or revocation of the transfer permit. I declare under penalty of perjury that the information I have provided as a part of this application is true and accurate.
5. I give my permission for the district of residence, the district of desired attendance and the San Diego County Office of Education, to receive copies of any student records necessary to evaluate my request for an interdistrict attendance permit and for any appeals related to this request.

Signature of Parent or Legal Guardian:	Print Form	Date:	

FOR SCHOOL DISTRICT USE ONLY

District of Residence

Date Received:		**Response Due:**	
	Deny permit		**Concur w/ receiving district**
Signature		Date	
Title			
Reason for Denial:		An interdistrict attendance agreement is not in place with the desired district.	
		Board policy restricts transfer out of the school district.	
Comments:			

District of Desired Attendance

Date Received:		**Response Due:**	
	Deny permit		**Approve with placement at:** School
Signature			
Title		Date	
Reason for Denial:		Insufficient room in the district in the needed grade level or program.	
		The reasons given do not qualify for transfer under district Board Policy.	
Terms or conditions:			
Date Permit Revoked:		**By:**	

Distribution: ORIGINAL-School District of Residence COPIES TO: School District of Desired Attendance / Parent or Guardian / Approved School