

# INTRA-DISTRICT TRANSFER REQUEST

## Transfer between schools within the National School District

**School Year:** \_\_\_\_ - \_\_\_\_      **Grade:** \_\_\_\_      **Student ID:** \_\_\_\_\_  
**School of Residence:** \_\_\_\_\_      **School of Desired Attendance:** \_\_\_\_\_

Student Name: \_\_\_\_\_      Most recent school attended: \_\_\_\_\_  
*Last*      *First*      *M.I.*      *Date of Birth*

Parent/Guardian Name: \_\_\_\_\_      Phone#: \_\_\_\_\_  
*Last*      *First*

Address: \_\_\_\_\_      Email: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_      Date: \_\_\_\_\_

**This section MUST be completed, or the application will be returned to the parent/guardian**

Language Component:	Is this student currently receiving any of the following services:	Reason for request, guidelines on other side:
<input type="checkbox"/> English	<input type="checkbox"/> SDC Mild/Mod	<input type="checkbox"/> Childcare *must include childcare information
<input type="checkbox"/> Spanish	<input type="checkbox"/> SDC Mod/Severe	<input type="checkbox"/> Family Togetherness.
<input type="checkbox"/> Dual Language	<input type="checkbox"/> RSP	<input type="checkbox"/> NSD Employee request
	<input type="checkbox"/> Speech	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> None of the above	

\*Childcare Information: If reason for request is due to childcare, complete this section:

Provider Name **Last:** \_\_\_\_\_      **First:** \_\_\_\_\_      **Phone #:** \_\_\_\_\_  
Address: \_\_\_\_\_      Signature: \_\_\_\_\_

### RECOMMENDATION OF SCHOOL OF RESIDENCE

- Concurrence with School of Desired Attendance
- Disapprove, reason for denial: \_\_\_\_\_

Date \_\_\_\_\_      Administrators Signature \_\_\_\_\_

### RECOMMENDATION OF SCHOOL OF DESIRED RESIDENCE

- Student is on class list/Space currently available for current or coming school year. **Permit may be approved.**
- No space currently available for this student. **Permit may not be approved.**
- Other

Comments or Conditions: \_\_\_\_\_

Date \_\_\_\_\_      Administrators Signature \_\_\_\_\_

### FINAL RECOMMENDATION

- Permit Granted
- Permit Denied

Comments or Conditions: \_\_\_\_\_

Date \_\_\_\_\_      Attendance Administrator \_\_\_\_\_      Decision sent to parents and school \_\_\_\_\_

NOTE: This permit is valid only while conditions stated are maintained, and as long as the student's attendance, citizenship and scholarship are satisfactory to the district of attendance. A permit may be revoked for cause at any time. False or misleading information may be cause for denial or revocation. Individual district policies pertain to each permit. Transportation is waived as a result of the approval of this permit.



**Parent Initials**

## **REGULATIONS AND POLICIES GOVERNING INTRA-DISTRICT TRANSFER REQUESTS WITHIN THE NATIONAL SCHOOL DISTRICT**

1. Complying with the Education Code the Governing Board has set up within the limits of the National School District attendance boundaries for each elementary school.
2. All pupils are required to attend the school in whose district they reside, except when special permission to attend another school has been granted by the Administration.
3. The school administration has set up as nearly as possible equal educational opportunities in all the schools within the district, and it is obliged to use the existing facilities to the best advantage by avoiding crowded conditions and such serious inconvenience to pupils as follow indiscriminate pupil placement. As a result of this obligation and in order to treat all public-school patrons on an equal basis, it has been necessary to rule out requests made for reasons of convenience or personal preference, such as transportation, after-school activities, preference for one school as opposed to another.
4. Intra-District Transfer Requests, however, may be granted for the following reasons:
  - a) Childcare arrangements in another attendance boundary, with verification.
  - b) Family Togetherness/keeping siblings in the same school.
  - c) NSD Employee request.
5. Intra-District Transfer Requests valid only while the conditions maintain for which the Permit is granted and as long as the pupil's attendance, citizenship and scholarship are satisfactory to the school of desired attendance.
6. Finally, since it is the endeavor of the school administration to grant all permits in rigid fairness, the following procedure for applying has been established:
  - a) Application forms may be secured by parents from districts website [nsd.us](http://nsd.us) or the School Office.
  - b) Parents will fill in the reason for their request on the form and file it with the administrator of the home school of attendance.
  - c) Administrator of each school shall record recommendations and forward to the Attendance Supervisor for approval/disapproval.
  - d) After the request has been studied, the parent and the schools will be notified of the outcome by e-mail.
  - e) This application is NOT a Permit. While the study is pending, the pupil must attend the school of residence or the school that he/she has been attending up to the time of the application.