

## Placer Union High School District's Procedures for Intradistrict Transfers

2018-2019

Students who reside in PUHSD district boundaries are expected to attend the high school in their attendance area. The PUHSD Open Enrollment policy provides for transfers for **hardship only** between schools during certain time period (see below), and only when space is available at the requested school.

**HARDSHIP.** Beginning with the 2018/2019 school year, only students where hardship exists will be considered for an intradistrict transfer. Hardship is defined as an unforeseeable, unavoidable and uncorrectable act, condition or event, outside of the student's or family's control, which causes the imposition of a severe burden, unrelated to any curricular or co-curricular activity in which the student wishes to participate. Board Policy 5116.1/ Administrative Regulations 5116.1

**TO APPLY:** The parent/guardian of the pupil must complete and **submit the INTRA DISTRICT Transfer request to their school of residence** and request an appointment with the administrator between January 2, 2018 and January 31, 2018. **The Parent/Guardian and student must meet with an administrator or designee from their school of residence prior to the due date of January 31<sup>st</sup>.** (Exception: If a sibling currently attends the requested school and will be attending in the 18/19 school year, the parent/guardian will not need to meet with an administrator. Write the full name of the sibling on the form under the **Parent/Guardian Statement.**)

**DEADLINE:** Intradistrict transfers for the 2018-19 school year will only be considered between January 2<sup>nd</sup> and January 31<sup>st</sup> 2018. **The Parent/guardian must submit the completed form into the District Office no later than January 31<sup>st</sup>.** \*\*\*NO EXCEPTIONS \*\*\*

### **IMPORTANT:**

- There must be sufficient capacity at the school in which enrollment is sought to accommodate the pupil.
- No pupil who currently resides in the attendance area of the school in which enrollment is sought may be displaced by pupils transferring from outside the school's attendance area.
- The District does not provide transportation or transportation assistance for the pupils on open enrollment (Intradistrict) agreements.
- **Students who apply for and are granted an intradistrict transfer must attend the requested school for that requested school year and will not be able to return to the resident school for that school year.**
- A student on an Intradistrict Transfer Agreement is required to maintain good attendance, satisfactory academic progress and proper behavior. Failure to comply may be reason to revoke an Intradistrict Transfer Agreement at the completion of any semester.

**WAIT FOR NOTIFICATION:** The District or new school of residence will notify the parent/guardian of approval or denial of the Intradistrict Transfer.

**ATHLETIC ELIGIBILITY MAY BE AFFECTED.** Contact the athletic director at the site for more information. Additional athletic eligibility information is available at [www.cifsjs.org](http://www.cifsjs.org) see Constitution: Article 2, Eligibility Requirements: Transfer Eligibility Bylaw 207.