



Interdistrict Transfers

Sierra Unified School District will begin to accept and process interdistrict transfer applications for the following school year starting March 1st.

Interdistrict transfers are only valid for the school year granted and must be renewed annually.

If you are a Homeless or Foster student who has been relocated out of your school district you may not need an interdistrict transfer agreement and may be eligible for transportation assistance. Please contact your resident districts Homeless/Foster Youth Liaison, or Sierra Unified's Homeless/Foster Youth Liaison Anthony Abrams at 559-855-3020 for more information.

General Transfer Information

Applications must be obtained at your resident school district (i.e. Sierra, Fresno, Clovis Unified).

Each school district has their own policies and procedures. Applicants must be approved for release by their resident district **AND** then approved for enrollment by the preferred district.

All transfers are subject to review of the student's attendance, behavior, and academic records. Students must be in good standing to qualify for a transfer.

All transfers are subject to space availability at the school, grade level, and/or specialized program need.

Resident student enrollments will take priority over transfer students. Students who are found to be victims of bullying though investigation will have priority for interdistrict transfers.

Enrollment in a requested school does not guarantee approval to remain.

Need Help? Contact the Sierra Unified district office at 559-855-3662 or

Nicole Baker: nbaker@sierrausd.org **Julie Baptista:** jbaptista@sierrausd.org

Students Leaving the District

Applications must be picked up and turned in to the Sierra Unified district office.

Approval to be released from Sierra Unified School District must meet governing board criteria.

Transfers for the current school year are available year-around; however, school sites may have an enrollment cut-off date.

Applicants must be approved for release from Sierra Unified **AND** then approved by the requested school district.



Procedures and Timelines

Interdistrict transfer applications must be picked up and submitted, complete with required documentation, to your resident district office. The resident district will make a decision. If approved, the resident district will send the application to the preferred district to be reviewed.

If a completed request received 15 or fewer calendar days before the start of instruction in the school year requested:

Each school district has 30 calendar days from the day they receive the completed application to make a final decision and to notify parents.

If a completed request received more than 15 days before the start of instruction in the school year requested:

Each district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the start of instruction in the school year for which transfer is requested.

If denied or no action is taken within 30 days, parent/guardians have the right to appeal to the Fresno County Board of Education within 30 days of the denial date or failure to issue an interdistrict transfer agreement/permit- Any questions about appeals please contact Fresno County Office of Education at (559) 497-3876

Failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request.

Reasons for Approval

Parent/Guardian Employment Verification Allen Bill

For students whose parents work within the preferred school district's attendance boundaries for 10 or more hours per week. Proof of employment must be provided such as paystub, employee ID, a letter from your employer, self-employed individuals may provide a copy of your valid business license, a utility bill from your business, rental agreement, or a tax form. All documents need an employer's address, the parent/guardian's name and hours worked. Redact out any other personal information. Parents must re-verify their employments annually.

Programs

For students who have a valid interest in a particular educational program not offered in the district of residence. Written statement of which program student intends to participate in.

Continuing Education

For students renewing a transfer, students already enrolled who have moved out of the district during that school year, or for students to remain with a class graduating that year from an elementary, middle, or senior high school (ex. a high school senior wanting to attend the same school they attended as a junior). Students who will be living out of the district for one year or less. If living out of the district temporarily must provide legal document, such as a rental agreement, a lease or escrow documents, to prove upcoming relocation. For students who were/are enrolled in preferred district, proof of enrollment such as a copy of the student's most recent report card or a letter from the current school.

**Childcare Needs**

For students who have child care providers located within preferred school district boundaries and that will remain within district boundaries. Proof of childcare services needed such as billing invoice, enrollment form, a copy of the child care license or the most current PG&E, water or garbage bill under the child care provider's name and address. If a private, you may have caregiver provide statement of care with name, address, signature, and phone number.

Special Health Needs

For students who have special mental or physical health needs as certified by a physician, school psychologist or other appropriate school personnel within the district. Proof of services in preferred school district needed such as enrollment form, invoice, or a statement from physician, school psychologist or other appropriate school personnel of student's care, or any other supporting document that parent/guardian can provide.

Sibling Attends

For students who have a sibling attending school in the receiving district, to avoid splitting the family's attendance. Proof of sibling enrollment must be provided such as a copy of the sibling's report card, copy of approved interdistrict transfer, or a letter from attending school stating sibling is enrolled.

Childs Best Interest

For when a family is moving into the district in the immediate future and want to start their school year in preferred district. Parent/guardian must provide legal documentation such as, a rental agreement, a lease or escrow documents to prove upcoming relocation.

For students who have a recommendation 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. Written documentation provided by one of the above agencies required or any other supporting documentation parent/guardian can provide.

For students who require a change in school environment for reasons of personal and social adjustment. Written documentation must be provided with statement from parent, or other appropriate persons, as proof of student requiring a change in school environment.

Other reasons

Other, highly unusual personal circumstances may be explained and considered. Supporting documents you will need:

- Written statement explaining the circumstances
- Any supporting documents that will help make a decision

Student's approval does not determine eligibility for interscholastic athletics.

Eligibility will be based on the requirements, standards, and guidelines of the California Interscholastic Federation.

Reasons for Denied & Revoked Transfers

If the district is denying the request, they must notify the parent/guardians in writing of the reasons for the denial and notify their right to appeal.

New and existing transfers maybe denied or revoked if:

- **Transfer displaces a student who is a resident of the district, or a student who is currently attending the requested school.**
- **Student has poor attendance-**
 - Cannot be chronically absent
(10% or more excused & unexcused absences)
 - Excessively tardy
 - Have unexcused absences
 - Brought to school excessively early, or left excessively late
- **Student fails to uphold appropriate behavior standards-**
 - Student fails to follow school rules
 - Must have no discipline referrals & is maintaining appropriate behavior
(For reference, inappropriate behavior is listed in our Parent Student Handbooks posted on each school website)
- **Student has poor academic performance-**
 - Student(s) must maintain a 2.0 GPA
- **False or misleading information was provided on the interdistrict transfer agreement.**
- **Student fails to participate in intended program of interest that the transfer was approved on.**
- **Failure to provide supporting documentation.**
- **Transfer requests must align with a board-approved reason listed above.**

Students who are under consideration for expulsion or who have been expelled may not appeal transfer denials or decisions while expulsion proceedings are pending or during the term of the expulsion.

Please review the links to Sierra Unified School District [Board Policy](#) and [Regulation](#) 5117