

## **INTERDISTRICT TRANSFERS – New & Renewals**

### **Window for accepting applications – January 1 to February 28**

[Interdistrict Attendance Permit – English](#)

[Interdistrict Attendance Permit – Spanish](#)

### **Application Procedure:**

#### **Renewal** Interdistrict Transfer – Upcoming School Year:

- Obtain approved interdistrict attendance permit from your district of residence
- Submit the interdistrict permit form to the Windsor Unified School District

#### **New** Interdistrict Transfer – Upcoming School Year:

- Obtain approved interdistrict attendance permit from your district of residence
- Obtain copies of transcripts or report cards, including grades and attendance, as well as a copy of the discipline report from your district of residence
- Submit the interdistrict permit form to the Windsor Unified School District, along with all information listed above

Priority is given (**but not guaranteed**) to the following:

- Continuing students
- Students with siblings attending
- Students of 10 to 12 month Windsor Unified School District employees

### **Notification of acceptance/denial:**

Application processing will begin March 1<sup>st</sup>. Families will be notified of their status (accepted, denied or wait listed) by April 15<sup>th</sup>. We will notify families of our final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which the interdistrict transfer is sought.

### **Current Year Requests:**

We will notify families submitting a current year request of our final decision within 30 calendar days from the date it was received.

### **Failure of the family to meet any timelines established by the school district shall be deemed an abandonment of the request.**

### **Grounds for Denial:**

- Overcrowding within district schools, program capacity, or limited district resources
- Students under consideration for expulsion, have been expelled, or have excessive suspensions
- Students who are currently attending school under the terms of a Student Attendance Review Board (SARB) contract, or who are not maintaining an attendance rate of at least 95%
- Students who are currently not making grade level progress (K-5), have a current cumulative GPA of less than 2.0 (6-12), or are more than 10 credits behind on-track progress toward a diploma for each year of high school enrollment (9-12)

- Students with suspensions for bullying, harassment, threats, violence, possession of weapons, use/possession/sales of illegal substances or alcohol or other suspendable school conduct violations

*The Superintendent or designee shall notify parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601 within 30 days of the denial.*

**[AR 5117 Students: Interdistrict Attendance](#)**

### **Grounds for Revoking or Rescinding an Existing Interdistrict Transfer:**

Students under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

Every interdistrict attendance permit shall stipulate the terms and conditions under which the permit may be revoked. (Education Code 46600)

Grounds for revocation may include:

- Information on the permit, or information upon which the permit was granted, is determined to be false or fraudulent
- The terms of the Interdistrict Attendance Agreement are not met; See **[E 5117 Students: Interdistrict Attendance](#)**
- The district makes a determination that the continuing presence of the student would interfere with the needs of the district, the best interests of the students, or both
- The district will give ten school days' notice to parents/guardians prior to the revocation of the permit

**[AR 5117 Students: Interdistrict Attendance](#)**

### **Interdistrict Transfers – Outgoing**

***If you live within the boundaries of the Windsor Unified School District and wish to attend school in another district . . .(not including charter schools or private schools)***

A parent or guardian may request an interdistrict transfer to a school outside of the Windsor Unified School District in accordance with the Windsor Unified School District Board Policy. Releases are granted on a case-by-case basis and are not guaranteed. An interdistrict transfer must be granted by the Windsor Unified School District before applying to another district. If approved, Interdistrict transfers are valid for one year.

Transitional Kindergarten and Kindergarten parents will be asked to meet with the principal at their school of residence prior to a determination about the interdistrict attendance request.

**[TK/Kindergarten Site Visit Form – Required for new outgoing.](#)**

### **Related Board Policies and Administrative Regulations**

**[BP – 5117](#)**

**[BP – 5111.1](#)**

**[AR – 5117](#)**

**[AR – 5111.1](#)**

**[E – 5117](#)**