



INTRADISTRICT TRANSFERS

If you live within the boundaries of the Cypress School District and wish to enroll your student in a school other than your home school

The Cypress School District Board of Trustees endorses the neighborhood public school concept. As an Open Enrollment district, the Board recognizes that parents may wish to choose a school of attendance other than their assigned school.

The annual Open Enrollment period for intradistrict transfers for the upcoming 2019/20 school year is February 27 – April 25, 2019. Open Enrollment is the only time parents may request a transfer from their home school of residence to another school within the district.

Intradistrict transfers do not need to be renewed – once granted, intradistrict transfers are irrevocable even if you move to another location within the Cypress School District. Your permanent home school will be the school that was approved on the intradistrict transfer.

Each school is required to serve the students who live within its attendance boundaries before accepting students outside the boundaries. Students may not be displaced from their permanent home school because of new intradistrict students. After all students within each school's attendance area have been accommodated, remaining placement requests will be considered.

New students starting the school year in Cypress School District who wish to attend a school other than their home school of residence must enroll at their home school and concurrently submit an intradistrict transfer request during Open Enrollment. Students who move into the district after the annual Open Enrollment period may apply for a spot in a school other than their home school of residence, but only on a space-available basis.

Intradistrict transfers are not accepted for the Transitional Kindergarten (TK) program. TK is a districtwide program with classes held at various, but not all, school sites. We will endeavor to place TK students at their home school if a TK class is held there. However, if TK is not available at the student's home school or if the TK class is full, the student will be placed at another district school for TK and will be returned to their home school the following year for kindergarten.

Transportation is not provided to schools chosen during Open Enrollment.

Students approved for intradistrict placement must have, and maintain, satisfactory attendance, effort, academic achievement, and behavior.

APPLICATION PROCEDURE:

Currently Enrolled Cypress School District Student: *(Accepted only during Open Enrollment)*

1. Fill out an Intradistrict Transfer Agreement and submit to the District Office during the annual Open Enrollment period (February 27 – April 25, 2019).
2. Parent/guardian will be notified of the decision by early June.

New Student to Cypress School District:

1. Pick up an enrollment packet and Intradistrict Transfer Agreement from your home school.
2. Return the completed enrollment packet and transfer agreement to your home school.
3. Parent/guardian will be notified of the decision by early June.



9470 Moody Street
Cypress, CA 90630
(714) 220-6900

EFFECTIVE SCHOOL YEAR 2019 / 2020

INTRADISTRICT TRANSFER AGREEMENT

1	STUDENT(S) LAST NAME	FIRST NAME	DATE OF BIRTH	SEX Male Female	GRADE FOR 2019/20
2				Male Female	
3				Male Female	
EMAIL ADDRESS		STREET ADDRESS	CITY		ZIP
PARENT/LEGAL GUARDIAN LAST NAME		FIRST NAME	DAYTIME CONTACT NUMBER		

CSD HOME SCHOOL	REASON(S) FOR TRANSFER REQUEST New to District Sibling currently enrolled at CSD - Name: _____ Grade: _____ Moved within CSD but want to remain at current school
1 REQUESTED CSD SCHOOL(S)	
2	Other: _____
3	

I have read the terms and conditions and understand the regulations and policies governing intradistrict attendance permits and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation DOES NOT guarantee that the request will be approved.

TERMS AND CONDITIONS

- After all students within each school's attendance area have been placed, remaining placement requests will be honored according to the following list until a given school has reached its enrollment capacity.
 - Students who are siblings of any student currently in attendance at a school.
 - Students whose residence is not within the school's attendance area but whose parent/guardian requests an intradistrict transfer.
 - Students who move into the district after the open enrollment period may apply for a position in a school outside their specified attendance boundaries, but will be accepted on a space-available basis.
- Transportation must be furnished by the parent/guardian.
- Annual renewal is not required.
- Students approved for intradistrict placement shall abide by all school rules and procedures. Students may be transferred back to their home school of residence or district after reasonable interventions for any of the following reasons:
 - Unsatisfactory attendance (based on school discipline plan).
 - Continual tardiness.
 - Failure of the parent to make adequate transportation arrangements.
 - Unsatisfactory behavior or citizenship.

Parent/Legal Guardian Signature _____
Date

<p>DECISION: <input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>Date: _____</p> <p>By: <input type="checkbox"/> Tracy Mouren-Laurens <input type="checkbox"/> Tim McLellan, Ed.D. Executive Director Assistant Superintendent</p> <p>Signature: _____</p>	<p>SCHOOL ASSIGNMENT:</p> <p>COMMENTS:</p>
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