

## INTRA-RESIDENT TRANSFERS

If you live within the Atwater Elementary School District boundaries and would like to request to attend a school other than your school of residence (another school within our boundaries) you must submit an intra-resident application. Applications are available in your school office, the district office or on our website.

### Upcoming School Year

Applications for the upcoming school year will be accepted beginning the first week of February. Although we begin to accept them in February, they will not be reviewed until four weeks before the start of the new school year (at a minimum). We must ensure we have placement for students who reside within the school boundaries. You will be notified via mail once your application has been approved or denied.

### Current Year

If you would like to request a school other than your school of residence after the start of the school year you must do so by completing an intra-resident application.

Please note that all intra-resident applications may be revoked if a student fails to maintain positive attendance, positive behavior or maintain satisfactory standards of academic progress.

Intra-resident applications **may** be approved for any of the following reasons:

- To meet the child care needs of the student. A letter of verification from your childcare provider that includes their name, address and phone number is required.
- Residence is closer to requested school.
- When the student has a sibling attending the requested school, to avoid splitting the family's attendance.
- To allow the student to complete a school year when his/her parents/guardians have moved during the year and the new residence is outside the school boundaries but within the Atwater Elementary School District.

***Transportation is not provided for students attending schools as a result of an intra-resident application.***



Atwater Elementary School District  
 1401 Broadway Avenue, Atwater CA 95301  
 (209) 357-6100 x 305

E 5116.1 (f)

**INTRADISTRICT APPLICATION**

Mid-Year Request   
*(starts September 15<sup>th</sup>)*

Next Year Request

Current School Year: \_\_\_\_\_  
 Current Grade Level: \_\_\_\_\_  
 School Enrolled in: \_\_\_\_\_  
 School of Residence in current year: \_\_\_\_\_

Requested School Year: \_\_\_\_\_  
 Grade in Requested School Year: \_\_\_\_\_  
 Preferred School: \_\_\_\_\_  
 Alternate School: \_\_\_\_\_

Student Name: \_\_\_\_\_  
 Name of Parent/Guardian: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Special Circumstance: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 City: \_\_\_\_\_

Special Services/Programs Needed:  Resource  Special Day  Speech/Language  Limited English  
*(Placement of students receiving Special Ed services is determined by availability and capacity of services at the requested school.)*

Do siblings already attend the requested school?  Yes  No

*Intra-district agreements may be revoked if the student fails to meet the criteria listed below:*

- a. Student must maintain regular attendance.
- b. Student must observe school rules and regulations.
- c. Student must arrive to class on time each day.
- d. Student must maintain positive behavior.
- e. Student must meet enrollment criteria as established in Board Policy 5116/5117.

1. Transportation is the responsibility of the parent/guardian
2. No students currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area.
3. Students who move from the school attendance area mid-year will not be required to transfer until the following school year, but an Intradistrict form must be filed. Student will begin to attend the home school at the beginning of the next school year.
4. All mid-year placements are TEMPORARY.

**I have read and agree to the terms: ( ) Yes ( ) No**

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

FOR OFFICE USE ONLY

Principal of Requested School:  Approved  Denied Comment \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal of Attending School:  Approved  Denied Comment \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Asst Supt/Admin Services:  Approved  Denied Comment \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Temporary Placement \_\_\_\_\_ Permanent Placement \_\_\_\_\_