



# GLENDDORA UNIFIED SCHOOL DISTRICT

500 North Loraine Avenue, Glendora, CA 91741  
(626) 963-1611 • Fax (626) 335-2196 • Web Site [www.glendora.k12.ca.us](http://www.glendora.k12.ca.us)

## Interdistrict Transfers

If you reside outside the boundaries of Glendora USD, and would like your student to attend one of our schools, but do not qualify for enrollment under either the Allen Bill or District of Choice, you may request an Inter-district transfer from your home district.

### Inter-district Transfer Process When Residing Outside the Boundaries of GUSD:

- Go to the school district office where you reside and request/complete an inter-district transfer form, and submit it to your home district for approval. **Your home district must agree to release your student before being considered for enrollment in GUSD.**
- If your home district agrees to release your student, the paperwork showing your student has been released will be sent to GUSD according to your home district's method of delivery.
- Once GUSD receives your paperwork showing your student has been released by your home district, **if your child will be entering a grade higher than transitional kindergarten or regular kindergarten, parent will also need to provide a copy of the student's 1. most recent report card or transcript, 2. attendance records for the previous and current school year, and 3. a copy of any discipline records on file for the student. If your student is currently enrolled in special education, we will also need a copy of their most recent IEP.**
- To obtain your student's records, parent will need to request them from their student's most recent school of attendance. If your student does not have any discipline records on file, any representative of the school may make that notation on the student's attendance records. **Please note: Parent is responsible for providing these documents as part of the inter-district application process. Glendora USD will not obtain these records on your behalf. EXCEPTION:** If your student is currently enrolled in Glendora USD, and you have recently moved outside of our boundaries and are obtaining an inter-district in order for your student to remain enrolled with us, you do not need to provide the back-up paperwork, as we will have access to their most recent student records.
- Once your inter-district submission is received and complete, your student's inter-district will go through the approval process with Glendora USD. **The District bases its acceptance on your student's past grades, behavior, attendance, as well as GUSD's space availability in your child's grade and/or program.** For students going into transitional kindergarten or regular kindergarten, acceptance is based upon GUSD's space availability.
- Once your student's inter-district has been approved, you will be notified by mail. When you receive your notification of approval, if you are brand new to the district, you must then register your student at the school to which your student has been assigned. **NOTE:** you may not register your student with Glendora USD until their inter-district has been approved.
- Your student's interdistrict **will remain in effect through the grade sequence in which your student is enrolled.** When they are changing grade sequences (5<sup>th</sup> to 6<sup>th</sup> grade, or 8<sup>th</sup> to 9<sup>th</sup> grade), you will need to re-apply for your student, following your home district's interdistrict application process. Your student will again be subject to the same grades, behavior, attendance and space availability criteria at the new grade sequence.
- If you have any additional questions regarding the inter-district process, please contact Educational Services at 626/963-1611, X1206 for more information.