

## **Interdistrict Transfers: Guidelines and Timeline**

1. Parents/guardians must initiate their Requests for Interdistrict Attendance Permit (IDAP) with the District of Residence. Typically the home school district will notify West Side Union Elementary School District of your request if they have approved your student's release from their district. However, if the home district provides you with their signed IDAP, you can submit the IDAP to the West Side Union Elementary School District at 1201 Felta Road.
2. Per the Sonoma County School District Interdistrict Attendance Agreement:
  - a. Parents/Guardians are responsible for the transportation of the student.
  - b. Students must comply with the terms and conditions of the district's attendance agreement.
  - c. Students must comply with the academic, behavior and attendance policy requirements of the West Side Union Elementary School District.
  - d. IDAPs must be renewed annually.
3. The failure of the parent/guardian to meet any timelines established by the school district shall be deemed an abandonment of the request. Per Ed. Code 46600.2 (a)
4. Existing IDAPs may be revoked or rescinded per AB 2826, Ed Code 46600.2.

### **August-May:**

- For new IDAPs for the current school year, the parent/guardian shall complete all required documents and submit to West Side Union Elementary School District.
- The district will notify parent/guardian of its final decision within 30 calendar days from the date the approved request was received from the district of residence.

### **January:**

- District accepts NEW and RENEWAL IDAPs for the upcoming school year.
- If this is a NEW IDAPs, please provide West Side Union Elementary School District with a recent copy of the student's grades/transcript, and a copy of their discipline record from their current school when submitting the IDAP to West Side. If the student has a prior IEP, parents need to submit a recent copy to West Side Union Elementary School District.
- District hosts school tours.
- The last business day of January all IDAPs for the upcoming year are due.

### **February:**

- All IDAPs turned in after January 31 will be considered on a case by case basis.
- District holds public lottery for TK-Kindergarten at February school board meeting.
- District will notify parents/guardians of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which IDAP is sought.

### **April:**

- Parents/Guardians complete registration documents and turn in the records as required by the last day of May to the school office.

Board Approved 12/11/2018