



Escondido Union High School District

District Service Center

302 North Midway Drive • Escondido, CA 92027-2741
Telephone (760) 291-3200 • FAX (760) 480-3163
Steve Boyle, Superintendent

BOARD OF EDUCATION

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January 2019

The purpose of this letter is to share information regarding the intra-district transfer (transferring schools within the district boundaries) process for the 2019-20 school year. The district remains committed to providing open enrollment for all students; however, the district will continue to monitor the enrollment numbers at each high school so they are not overcrowded. The following guidelines will be implemented for the coming year:

- **If your student has an approved intra-district transfer from a previous year on file with us, there is no need to complete another form.** Once an intra-district transfer has been approved, it is good for the remainder of the student's high school career.
- If you are interested in transferring to Del Lago Academy*, Escondido High School, Orange Glen High School, or San Pasqual High School, please complete an intra-district transfer request and submit the form by **4:30 pm on Friday March 1, 2019 to the Office of Pupil Services at the District Service Center (DSC) located at 302 N. Midway Drive.** No transfer requests will be processed after this time. You will be notified by mail if your transfer has been approved or denied.
- Siblings of previously approved continuing students will be allowed to attend the same school but we must have an intra-district transfer form submitted for the sibling.
- All intra-district transfers will be given first priority followed by transfer requests from outside of the district.
- Your school of residence is determined by your school's attendance boundary except Del Lago Academy. If you do not know your school of residence, you may find that information by using the link "Find Your School" on the district website, <http://www.euhdsd.org>.
- If the number of requests for transfers to Escondido, Orange Glen, or San Pasqual High Schools exceeds the available spaces, the district will initiate a lottery draw for the available spaces pending transcripts review. If a lottery is conducted, students and parents will be notified by mail on or before March 15, 2019 if their intra-district transfer has been approved or denied.
- Del Lago Academy* may have limited space for 10th, 11th, and 12th graders and will follow the same transfer process as the rest of the district. If you will be in 10th, 11th, or 12th grade in the 2019-20 school year and you are interested in transferring to Del Lago Academy, submit your intra-district transfer form by March 1, 2019 to the office of Pupil Services. Your request will be forwarded to Del Lago Academy, you will be contacted as space becomes available after March 4, 2019.
- Intra-district transfer applications are available at the receptionist desk at the DSC, at any of the high schools or can be downloaded off the district website at <http://www.euhdsd.org>.

The district will continue to foster an open enrollment policy within enrollment limitations at each site. We support parental choice in the selection of your school while providing learning and working environments that encourage strong academic achievement for all students.

If you have questions or need further information regarding intra-district transfers, please contact Richard Watkins, Director of Pupil Services at (760) 291-3262 or Yuvia Suarez, Secretary of Pupil Services at (760) 291-3261.

Sincerely,

Richard Watkins
Director of Pupil Services, Educational Services