

TRANSFER GUIDELINES

Chino Valley Unified School District (CVUSD) offers a wide range of options to meet the educational needs of students and families. The school of residence can meet most students' needs.

Intra-district transfers relate to students whose residence is within the Chino Valley Unified School District boundaries and desire to attend a school other than their school of residence.

Inter-district transfers relate to students whose residence is outside of the Chino Valley Unified School District boundaries and desire to attend a school within Chino Valley Unified School District.

APPLICATION INSTRUCTIONS

Application information is available online at www.chino.k12.ca.us, Department of Student Support Services or in person at 13461 Ramona Avenue, Chino, CA 91710| 909.628.1202 ext.1745

Only one application per student may be submitted. Complete the cancellation form prior to submitting another application for the same student. If multiple applications are submitted for the same student and no cancellation form has been received, only the latest submission will be processed.

Applications remain pending on the waitlist until parent/guardian is notified that the transfer has been approved or denied.

Parents/guardians are required to enroll their student in the resident attendance area school until notified that the transfer request has been approved. Students who are not enrolled in their resident attendance area school on the first day of school may be removed from the transfer process.

INTRA-DISTRICT TRANSFERS

Intradistrict transfer enrollment decisions are based on available space, student's academic performance, attendance, and/or behavior concerns. If the transfer is approved, it may be revoked due to overcrowding, lack of academic achievement, poor attendance, and/or unsatisfactory behavior. (This does not apply to Intradistrict Open Enrollment transfer requests.)

Applications may be approved for the remainder of the school year or through highest grade served at the site. Applications approved for the remainder of the school year require submission of a new transfer request application for the succeeding year if student desires to remain at that school or to follow the feeder pattern.

Parents/guardians shall complete a new transfer request application in the sixth grade and again in the eighth grade if they desire to follow in the feeder pattern for the succeeding school year, provided that the requested school is accepting applications.

Students placed at the requested school through the highest grade served at the site no longer have first priority rights to enroll in the school of attendance area in which they reside and may apply for such enrollment through the transfer process.

If the student moves residence while attending the transfer school, the school must be notified of the address change. If the new address is no longer in the boundaries of the school of residence as indicated on the initial application, the transfer becomes void and a new transfer request must be submitted. Continued placement is not guaranteed.

The District does not assume any responsibility for transportation of students who have received an intradistrict transfer and parent/guardian shall provide transportation for students approved through this process.

Enrollment and registration are completed with school site personnel.

INTER-DISTRICT TRANSFER

Authority for Transfers In accordance with Education Code (EC) 46600 through 46608, inclusive, and 48204, the Chino Valley Unified School District may establish agreements to provide for an exchange of students and allow students to enroll in school districts other than which they reside. Interdistrict Transfer Requests are processed throughout the year.

- a. Approving the enrollment of pupils who reside outside a school district's boundary is not mandatory.
- b. Approval of your Student's application for an interdistrict attendance permit does not guarantee placement at the school requested. The district may approve the request for transfer and offer placement at any school in the district with space for the student.
- c. Falsification of any information provided on this application or during the enrollment process is cause for immediate denial or revocation of your Interdistrict Attendance Permit.

Steps in the Interdistrict Transfer Request Process

Step 1: Complete all sections of the Interdistrict Transfer Request. Incomplete applications will be returned to the parent/guardian. Failure to meet any timelines established by the district is deemed an abandonment of the request. Requests for transfer may be considered if there is sufficient room in the district in the student's grade level and program. To assure the school district has the information it needs to make this determination, you must submit a copy of your child's last Section 504 Educational Plan or special education Individual Education Plan (IEP) if your child is supported by one of these plans. The reasons for transfer described on this application may be considered by the Districts in accordance with District policies. The district may also require submission of supporting documents with your application for items denoted below with an asterisk (*). Examples of reasons for transfers include, but are not limited to:

- a. Renewal of permit: The student's current interdistrict attendance permit is about to expire or become invalid because the student is completing the highest grade level in their school or is moving into a new district of residence.
- b. Moved out of the desired district: The student moved out of the desired school district and requests to remain enrolled.
- c. Promoting/Graduating class: The student requests to remain with a class promoting/graduating that school year from an elementary, middle, or high school.
- d. *Sibling in desired district: The transfer is requested because the student has a sibling attending school in the desired district.
- e. *Childcare: The parent/guardian must provide written evidence the transfer is needed to meet the childcare needs of the student. If approved, the student may be allowed to continue to attend district schools only if he/she continues to use a childcare provider within district boundaries.
- f. Temporary permit: The student has moved out of the district and wishes to complete the current school year in the district.
- g. *Moving into desired district: The parent/guardian must provide written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district.
- h. *Victim of bullying: The parent/guardian must provide written evidence the student has been determined by staff of either the district of residence or desired district to be a victim of an act of bullying as defined in EC 48900(r), committed by a student of the district of residence.
- i. *Specialized program: The student requests enrollment in an educational program not offered in the district of residence. If approved, the student may be required to remain in requested program to remain enrolled in the desired district.
- j. *Social Services recommendation: The parent/guardian must provide written evidence the transfer is recommended by the School Attendance Review Board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the district of residence.
- k. *Employed within boundaries of desired district: The parent/guardian must provide written evidence the parent's/guardian's place of employment is within the boundaries of the district of desired attendance. NOTE: An interdistrict attendance permit issued for this reason does NOT constitute recognition of a claim of residency as described by California EC 48204(b).

Step 2: Submit the application to the district in which you live in accordance with the district's policies and procedures governing interdistrict transfers.

Step 3: If approved by your district of residence, then your district of residence will submit your application to the district of desired attendance.

Timeframe for District Response

“Future year request” means a request for interdistrict transfer received up until 15 calendar days before the commencement of instruction in the school year for which interdistrict transfer is sought.

“Current year request” means a request for interdistrict transfer received beginning 15 calendar days before the commencement of instruction in the school year for which interdistrict transfer is sought

a. EC 46601 provides the following timeframes for notification:

i. For request submitted during the regular school year, districts shall respond within 30 calendar days of submitting the request.

ii. For request submitted for admission in the subsequent school year up to 30 calendar days prior to the start of the subsequent regular school year, districts shall respond within 14 calendar days of the start of the subsequent school year.

iii. Notify a parent submitting a future year request, as defined in Section 46600.1, 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 interdistrict transfer is sought.

b. While the application is pending, the student must attend school in the district of residence, a charter school, a private school, or other option complying with California compulsory education requirements.

Approvals

a. A permit for interdistrict attendance is valid only while conditions stated on the permit are maintained, and the permit may be revoked by the granting district for failure to comply with conditions (attendance, behavior, grades). Permits may be issued to allow transfer to another district for a limited time.

b. Should the student’s residence change from one district to another, an application to your new district of residence must be submitted to remain in the district of desired attendance.

INCOMPLETE APPLICATION

Incomplete applications or those without required supplemental documentation will not be processed.

APPEAL INFORMATION

If an intra-district transfer or inter-district application has been denied, cancelled or revoked, the parent/guardian has the right to appeal if an exception to district policy is warranted or that circumstances fall within district guidelines. An appeal is based on a flaw in procedure or new information that would substantially alter the outcome of the determination.

The appeal must be filed within 10 school days of the notice of denial or revocation. If the hearing officer is not notified of the intent to appeal within 10 school days of this notice, the revocation of the intra-district transfer, or denial of the intra-district transfer request is final.

Parents/Guardians have a right to appeal the revocation of an intra-district or inter-district transfer with the District's Coordinator of Child Welfare and Attendance. The burden shall be on the parent/guardian to show why the District's determination to deny enrollment should be overruled. (Education Code 48204.2). The determination of the Coordinator of Child Welfare and Attendance is the final action of the appeal request.

APPLICATION TO APPEAL A TRANSFER REQUEST DENIAL OR REVOCATION

Type of Transfer Request Appeal <input type="checkbox"/> Denial <input type="checkbox"/> Revocation		Student ID Number													
		Date of Birth	Grade												
Student Last Name		Student First Name													
Home Address		City	Zip Code												
Name of Resident School		Name of School Currently Attending													
Name of School Requested															
Name of Parent/Guardian		Name of Parent/Guardian													
Cell Phone	Work Phone	Cell Phone	Work Phone												
Which other CVUSD school would you consider?															
If this appeal is not granted, what is the education plan for your student?															
I have been provided with the following documents by the school site: <input type="checkbox"/> A written explanation of the transfer application denial by the school <input type="checkbox"/> A copy of the CVUSD transfer appeal process															
Did your student: <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;">YES</th> <th style="text-align: center;">NO</th> </tr> </thead> <tbody> <tr> <td>Maintain a 96.5% attendance rate</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Maintain a cumulative GPA of 2.0 or above</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Receive no more than one suspension per semester or three referrals per semester</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>					YES	NO	Maintain a 96.5% attendance rate	<input type="checkbox"/>	<input type="checkbox"/>	Maintain a cumulative GPA of 2.0 or above	<input type="checkbox"/>	<input type="checkbox"/>	Receive no more than one suspension per semester or three referrals per semester	<input type="checkbox"/>	<input type="checkbox"/>
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Receive no more than one suspension per semester or three referrals per semester	<input type="checkbox"/>	<input type="checkbox"/>													

In the space below, state your understanding of why this permit was denied or cancelled.

In the space below explain why your student should be granted permission to leave their school or district of residence to attend the requested school. Attach additional documentation or supporting documents as necessary.

Signature of Parent	Date
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Completed appeals form and supplemental documents must be received by the Coordinator of Child Welfare and Attendance from the parent/guardian within 10 school days of the initial denial letter.

Submit Appeal To:

Coordinator of Child Welfare and Attendance
13461 Ramona Avenue, Chino, CA 91710
(909) 628-1201, Ext. 1745

Type of Transfer Request Appeal: <input type="checkbox"/> Denial <input type="checkbox"/> Revocation		Date Received:	
<input type="checkbox"/> Granted <input type="checkbox"/> Denied	Date:	Reviewed By:	
Signature:			