

1. **The date upon which the school district will begin accepting and processing interdistrict transfer requests for the subsequent school year:**

The date upon which the school district will begin accepting and processing interdistrict transfer requests for the following school year will begin on April 1. A final decision will be made as soon as possible, but no later than 14 calendar days after the commencement of instruction in that school year.

2. **The reasons for which the school district may approve or deny a request:**

The Superintendent or designee may approve or deny initial requests for interdistrict attendance permits in accord with reasons stated in its policy. A request may be denied due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. A transfer may also be rejected if it would require the district to create a new program to serve the student. However, once a student is admitted, the district may not deny the student continued attendance because of overcrowded facilities at the relevant grade level.

Acceptance of students and their continued enrollment may be based on behavior, academic standing, and attendance (refer to District of Proposed Enrollment Board policy).

A student may only be provisionally enrolled pending a district's decision and/or an appeal to the County Office of Education for two months, and then, if no decision has been made, the student cannot remain provisionally enrolled and must enroll in his or her district of residence or another school.

Rescinding an interdistrict transfer will be prohibited for students after June 30 following the completion of grade 10, or for students in grades 11 or 12.

3. **Applicable process and timelines for current year requests:**

A current year request is a request made for a transfer to occur during the current school year, or 15 days prior to the commencement of the current school year.

Any Interdistrict Transfer Request must be approved by both districts in the following sequence:

Step One: District of Residence must approve or deny.

Step Two: After District of Residence approved, the District of Proposed Enrollment must approve or deny.

When a student requests an interdistrict transfer and (1) is currently enrolled in a school within the District of Residence, or (2) is moving into a new district during the school year, the following procedures and timelines will be followed:

- (1) The District of Residence will provide the parent with the Request for Interdistrict Transfer form and will help them complete the form if necessary. Once completed, the parent will submit the form to the District of Residence for consideration of approval.
- (2) The District of Residence will Time and Date Stamp the form and give the parent a copy.
- (3) The District of Residence will have thirty (30) school days to complete and return the form to the parent.
- (4) If the student has attendance, behavior, and/or academic concerns the District of Residence will alert the District of Proposed Enrollment that it should be diligent to review with the student and family its requirements and terms for accepting and maintaining interdistrict approval.
- (5) If no action has been taken after thirty (30) school days, the parent may proceed on their own to seek consideration of approval to attend the District of Proposed Enrollment.
- (6) The District of Proposed Enrollment, upon receipt of the form, will Time and Date Stamp the form and will have thirty (30) school days to consider approval. The District Of Proposed Enrollment shall consider the request and verify if student meets approval criteria contained in its Board Policies.

- (7) If the Request for Interdistrict Transfer form is approved by both the District of Residence and the District of Proposed Enrollment, the student is enrolled as soon as possible into the District of Proposed Enrollment.
- (8) If the Request of Interdistrict Transfer form is denied by either or both the District of Residence and the Requested District of Proposed Enrollment, the parent may appeal to the Trinity County Board of Education within 30 days of denial. A denial includes a school district's failure to provide written notification of the school district's decision within 30 days of receipt in the current school year. A "denial" shall not include any of the following: (A) A request that has been deemed abandoned for a failure to follow the timelines described herein; (B) An existing interdistrict transfer permit that has been revoked or rescinded in accordance with the policy of the governing board of the school district; (C) A denial by the District of Proposed Enrollment when no permit has been first issued by the District of Residence.

4. **Applicable process and timelines for future year requests:**

When a student requests an interdistrict transfer for the future school year, including the dates up until 15 calendar days before the commencement of the future school year, the District of Residence and the District of Proposed Enrollment both have 30 days to consider the request for transfer. The procedures for the current year requests, Item 3, above, will be followed with the exception of the number of days for districts to approve the request and the need to enroll the student "as soon as possible." Students will not be enrolled until a Request for Interdistrict Transfer form has been signed off by both districts or an appeal is granted by the County Office of Education.

If the Request of Interdistrict Transfer form is denied by either or both the District of Residence and the District of Proposed Enrollment, the parent may appeal to the Trinity County Board of Education within 30 days of denial. A denial includes a school district's failure to provide written notification of the school district's decision within 14 calendar days into the future school year. A "denial" shall not include any of the following: (A) A request that has been deemed abandoned for a failure to follow the timelines described herein; (B) An existing interdistrict transfer permit that has been revoked or rescinded in accordance with the policy of the governing board of the school district; (C) A denial by the District of Proposed Enrollment when no permit has been first issued by the District of Residence.

5. **The conditions under which an existing interdistrict transfer permit may be revoked or rescinded**

The Interdistrict Transfer Request Form includes the following bases:

- Because of space and program limitations, receiving districts may limit the total number of students they will receive.
- Acceptance of students may be based on behavior, academic standing, and attendance (refer to District of Proposed Enrollment Board policy).
- Students are expected to meet academic and behavior standards upon entry, and must continue to meet those standards following approval by the District of Proposed Enrollment. In the event there is reason to revoke a granted Interdistrict Transfer, the District of Proposed Enrollment will strive to do so at the end of a grading period, if possible and determined by the district to be appropriate.
- For students with an Individual Education Plan (IEP), an IEP meeting will be held by the District of Residence. The District of Proposed Enrollment will be invited to participate in the IEP and discuss services that the student currently receives.