

**Adelanto Elementary School District**  
**Intra District Transfer Application (schools within the district)**

School Year: 2023-2024

**Student Information: Please complete**

Student's Name: \_\_\_\_\_ Sex: M F Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School of Residence: \_\_\_\_\_ School Currently Attending: \_\_\_\_\_

School of Choice: \_\_\_\_\_

Does your student have a sibling attending the School of Choice?  Yes  No

Sibling Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Is the student receiving Special Education Services (on an IEP)?  Yes  No

Is the student receiving Section 504 Accommodations?  Yes  No

Is the student a foster child?  Yes  No

**Reason for Request: Please complete**

Recently moved (date) \_\_\_\_\_  Overflow student to stay at current school

Foster student school of origin  Other (please explain on additional paper)

**PLEASE READ AND NOTE THE FOLLOWING**

I understand that my request will be considered along with other applications based on space availability at the school of choice. Once approved for Intradistrict transfer ***I agree to provide transportation for this student***, the student must maintain: **a 95% satisfactory attendance rate and proper conduct at school and school related activities (no violations of any Education Code that result in an off campus suspension)**. **I understand and agree** to the conditions stated above if approved. Failure to adhere to these conditions will result in revocation of Intradistrict transfer and student will be enrolled in school of residence. This application is not valid unless the signature appears below by the Parent/Guardian and Adelanto Elementary School District Official.

Parent/Guardian: \_\_\_\_\_  
Print Name Signature Date

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email (required): \_\_\_\_\_ Phone: \_\_\_\_\_

For office use only

Approved  Denied

Approved  Denied

\_\_\_\_\_  
Administrator General Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Special Education

\_\_\_\_\_  
Date

Gen Ed space verified from CEC:

Yes - space available

No- at capacity

## TRANSFER GUIDELINES

- A transfer is contingent upon the general procedures and rules on which transfers are granted. (For additional information see Board Policy 5116.1 or 5117)
- A transfer is approved based on availability in a school and grade level. The district is required to reserve space at a school to serve students who reside within the school's attendance boundaries.
- When changing school levels (elementary to middle), a new transfer must be filed.
- An approved transfer will be reviewed annually to ensure that the transfer continues to meet these guidelines and the district regulations for transfers.
- **Parents/Guardians will furnish transportation at their expense for their child to attend the school requested.**
- A transfer is approved per the board regulations and the student shall abide by all school rules and procedures.
- **A student may have the transfer revoked and be transferred back to the school of residence for any of the following reasons:**
  1. Falsifying information (for example: Residence/Address)
  2. Unsatisfactory school attendance record (including tardiness or late pick-ups)
  3. Lack of acceptable academic progress
  4. Repeated unacceptable behavior/discipline violations
  5. Failure to provide transportation

## **TRANSFER EXPIRATION TIMELINE**

**A student approved for a transfer must begin attendance within two days of the start of a new school year or two weeks after the date of approval during the school year, or the transfer will become void.**