

**ORANGE COUNTY INTERDISTRICT TRANSFER AGREEMENT****STEP 1: To be completed by parent/guardian (please print)**

Transfer requested for the school year indicated:  20_____ - 20_____	Student's Grade	Date of Request
Student Name (Last, First)	Birth Date	
Current or Last School of Attendance	Current or Last District of Attendance	
School of Residence	District of Residence <b>Tustin Unified School District</b>	
School Requested	District Requested	
Parent/Guardian Name	Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Email Address	Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Address	City/Zip	
Is the student currently pending disciplinary action or under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What special services has the student received? (Check all that apply and attach proof of enrollment in the special program.) <input type="checkbox"/> Gifted (GATE) <input type="checkbox"/> Section 504 <input type="checkbox"/> Special Education <input type="checkbox"/> English Language Learner		
If student is receiving Special Education services, what is their current placement? (please attach IEP) <input type="checkbox"/> Special Day (SDC) <input type="checkbox"/> Resource (RSP) <input type="checkbox"/> Non-Public School (NPS) <input type="checkbox"/> Pending Assessment <input type="checkbox"/> Other: _____		
What is/are the reason(s) for the request? (Check all that apply) <input type="checkbox"/> Child Care <input type="checkbox"/> Parent Employment <input type="checkbox"/> Sibling <input type="checkbox"/> Health & Safety <input type="checkbox"/> Specialized Program <input type="checkbox"/> Continuing Enrollment <input type="checkbox"/> Complete Final Year at Current School <input type="checkbox"/> Change in Residence <input type="checkbox"/> Other (attach supporting documents)		

I have read the terms and conditions and understand the regulations and policies governing interdistrict transfer agreements and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation **DOES NOT** guarantee that the request will be approved. I understand that this agreement is **for one school year only** and must be renewed annually. I understand the agreement may be revoked during the year based on the terms and conditions listed on the back of this agreement. ***My signature below indicates I have read and agree to all terms stated on both sides of this document.***

Parent/Guardian Signature \_\_\_\_\_ Relationship to Student \_\_\_\_\_

**STEP 2: District of Residence**

Decision: ☐ Approved\*    ☐ Denied

\*IF THIS TRANSFER IS APPROVED, IT IS ON CONDITION OF NO COST TO THE TUSTIN UNIFIED SCHOOL DISTRICT

Comments: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: Coordinator, Student Transfers

District: Tustin Unified School District

**STEP 3: Proposed District of Attendance**

Decision: ☐ Approved    ☐ Denied

Comments: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_

**IMPORTANT:** If the interdistrict transfer agreement is approved by the district of residence (Step 2), the parent/guardian is responsible for submitting a copy of the approved application to the proposed district of attendance (Step 3).

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## TERMS AND CONDITIONS

- This interdistrict transfer agreement is valid only for the school year granted; the agreement expires at the end of each school year and must be renewed annually.
- This agreement may be revoked at any time by the district of attendance for the following reasons:
  - Student is excessively tardy or absent from school, or student is brought to school excessively early or left excessively late.
  - Student fails to uphold appropriate behavior standards.
  - Student has poor academic performance.
  - Insufficient space in the school and/or grade level.
  - False or misleading information was provided.
  - Students or parents fail to follow school rules.
- Students entering grades 11 and 12 in the subsequent school year shall not have their agreements rescinded by either district.
- Approval is subject to space availability in the district and may not be at the site requested.
- If the student participates in any athletic program governed by the California Interscholastic Federation (CIF), he/she may not be eligible to participate at the new school. Parent/guardian should check the CIF rules before submitting this agreement.
- Students who are eligible for Special Education Services may be asked to obtain an Inter/Intra-SELPA Agreement for Individuals with Exceptional Needs, in addition to the interdistrict transfer agreement.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- The parent/guardian is responsible for providing transportation to and from school.