



Tustin Unified School District

Student Transfer Office, Backside of Bldg. A

300 South C Street • Tustin, CA 92780

www.tustin.k12.ca.us

2019-20 TRANSFER INFORMATION

While students are expected to attend the school assigned to their residential area, the Board of Education recognizes some families may wish to choose a different school. TUSD has designated specific guidelines and application period for families to request a transfer. Applications are **NOT FIRST COME, FIRST SERVED**; Applications are processed through a random and unbiased manner. Transfers are granted to qualified students based on space availability. If there are more qualified applicants than spaces, a lottery is held. Once a school or grade reaches capacity, no additional applications are accepted. **All decisions are FINAL.**

APPLICATION PERIOD: January 14, 2019 (8AM) to February 1, 2019 (3PM)

School Tours	Jan. 15, 2019 – 9AM or 11AM: All TUSD schools, except magnet schools Jan. 16, 2019 – 9AM or 11AM: Magnet schools (TMA and Heritage by appointment only)
Magnet Schools	STEAM Magnet at Heritage Elementary School : (Grades TK-5).....(714) 430-2066 GATE Magnet at Tustin Memorial Academy : (TUSD Residents only)(714) 730-7546 Dual Immersion Magnet at Thorman Elementary School : (Grades TK-4) . . . (714) 730-7544 GATE/STEAM Magnet at Columbus Tustin Middle School : (Grades 6-8).....(714) 730-7352
Transitional Kindergarten	TUSD residents enroll at school of residence on 1/22/19; indicate school of choice at enrollment Out-of-District residents follow procedure below and see note on reverse side of this page
Closed Schools	Beckman High and Hewes Middle (except continuing students) Red Hill Elementary (except continuing Red Hill students and new kindergarten transfers)
Schools Approaching Capacity	Benson Elementary, Beswick Elementary, Nelson Elementary, Orchard Hills K-8, Utt Middle, & Pioneer Middle *Please select a 2 nd choice when applying for a transfer if a school listed above is your 1 st choice.

PRIORITY OF PROCESSING: Qualified students will be accepted **if space is available** in the following order:

1. Any transfer students continuing at the same school
2. TUSD residents whose parent/guardian is a TUSD employee at the requested school*
3. TUSD residents whose parent/guardian is a TUSD employee
4. TUSD residents who live in a designated priority area (Check the [School Locator](#) on TUSD website)
5. Siblings of continuing TUSD residents who will continue to attend requested school
6. New TUSD residents
7. Out-of-District residents whose parent/guardian is a TUSD employee at the requested school*
8. Out-of-District residents whose parent/guardian is a TUSD employee
9. Out-of-District residents continuing with TUSD and requesting a new school
10. Siblings of Out-of-District residents who will continue to attend the requested school
11. New Out-of-District residents

TUSD RESIDENT TRANSFER PROCEDURE

CURRENT TUSD Resident transfer students who wish to remain at the same school do not need to reapply.

1. Apply if moving from elementary to middle or middle to high school and your school of residence is not your first choice.
2. Apply if your current school is not your first choice.

NEW TUSD Resident Transfer requests apply online from the TUSD webpage or at the *Student Transfer Office*.

OUT-OF-DISTRICT RESIDENT TRANSFER PROCEDURE

CURRENT Out-of-District students who wish to continue with TUSD:

1. **Do not need to apply** to remain at the same school. A 2019-20 permit from district of residence must be submitted to TUSD.
2. **Apply** if requesting to transfer to a different TUSD school, including if moving from elementary to middle or middle to high school: apply online or at the *Student Transfer Office* and provide a 2019-20 permit from district of residence to the *Student Transfer Office*.

NEW students grades TK – 12 requesting an Out-of-District transfer:

1. **Apply online** from TUSD webpage or at the *Student Transfer Office*.
2. **Submit** a 2019–20 permit from District of Residence to the *Student Transfer Office* (see reverse for details).
3. **Grades 2-12 also submit:** 1) current transcript or last report card, 2) current attendance record, and 3) current discipline report or statement of student’s discipline record signed and dated by school office personnel.

Decisions on all complete requests will be sent in spring, 2019. Incomplete requests will not be processed.

ALL DECISIONS ARE FINAL.

See TUSD TRANSFER TERMS AND CONDITIONS on the reverse side of this sheet.



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2019-20 TRANSFER TERMS AND CONDITIONS

TUSD TRANSFER LOTTERY INFORMATION

Lotteries are conducted whenever the number of requests exceeds space available. Lotteries are conducted utilizing AbleBits, a computer-generated random-number generator to ensure a random and unbiased result. TUSD lotteries do take into account the established priorities for processing applications.

OUT-OF-DISTRICT PERMITS

An Interdistrict Transfer Agreement, also called a Permit or Release, is used to apply for a school that is not in the district of residence. All Out-of-District students obtain releases annually from the district of residence to attend TUSD schools. If a district of residence will not provide the permit before February 1, 2019, please come to the TUSD Student Transfer Office and complete a “placeholder” allowing you to complete application requirements. If approved with a placeholder, student may not enroll without the signed permit, which is the parent/guardian’s responsibility to obtain and bring to TUSD.

OUT-OF-DISTRICT TRANSITIONAL KINDERGARTEN APPLICANTS

While you may request specific schools, you are applying for acceptance to the TUSD TK Program and may be offered placement at another school within TUSD. Final placement will be based on space availability AFTER TUSD residents.

TUSD TRANSFER TERMS AND CONDITIONS

All Applicants:

By submitting a request for transfer, you agree that you have read and understand the 2019-20 Transfer Information document and agree to accept TUSD’s Transfer Terms and Conditions:

1. You are the parent, guardian, or caregiver of the named student.
2. You have read the 2019-20 School of Choice Student Transfer Procedures provided on the TUSD website.
3. Only one (1) application may be submitted per school year and once submitted, it cannot be changed or withdrawn after submission.
4. TUSD’s placement decision is final.
5. If approved, your student may not be permitted to transfer to any other school in the District during the 2019-20 school year and may be denied enrollment at the school of residence if capacity has been reached.
6. Mid-year transfers of enrolled residents are not accepted.
7. A transfer permit may be denied or revoked for any of the following reasons: (1) truancy, excessive tardiness or class cuts, (2) poor behavior/citizenship, (3) providing false or incomplete information and/or (4) space availability.
8. All California Interscholastic Federation (CIF) rules and regulations regarding transfers and athletic eligibility are applicable.
9. Transfer students are not eligible to participate in the school bus transportation program. It is your responsibility to provide safe and timely transportation to and from school.
10. All information provided to TUSD relating to this transfer request is certified to be complete, true, correct, and you agree with all conditions related to this application.
11. Approved transfers must pre-enroll if are new to TUSD or register if is a continuing TUSD student changing schools by the date included in your approval notification. Failure may result in the loss of your approved seat to another student.