



2018-19 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 22, 2018 (8AM) to February 9, 2018 (3PM)

SCHOOL TOURS:
Jan. 17, 2018 – 9AM or 11AM: All TUSD schools, except magnet schools
Jan. 18, 2018 – 9AM or 11AM: Magnet schools (TMA and Heritage by appointment only)

MAGNET SCHOOLS:
Heritage Elementary School: (Grades TK-5) (714) 430-2066
Tustin Memorial Academy: (TUSD Residents only, grades K-5) (714) 730-7546
Veeh Dual Immersion School: (Grades TK-3) (714) 730-7544
Columbus Tustin Middle School: (Grades 6-8) (714) 730-7352

TRANSITIONAL KINDERGARTEN
TUSD residents enroll at school of residence on 2/26/18; 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 School (except continuing BHS students)

TYPES OF TRANSFERS
TUSD Residents requesting a TUSD school that is not the school of residence
Out of District Residents requesting a school within TUSD

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 RESIDENTS TRANSFER PROCEDURE

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

- apply if moving from elementary to middle or middle to high school and your school of residence is not your first choice
- apply if your current school is not your first choice

NEW TUSD Resident Transfer requests apply online from the TUSD webpage or on paper in the Student Services office.

OUT OF DISTRICT RESIDENTS TRANSFER PROCEDURE

CURRENT Out of District students who wish to continue with TUSD at

- same school: apply online or on paper and submit a 2018-19 permit from the district of residence to Student Services
- different school: apply online or on paper and provide a 2018-19 permit from the district of residence to Student Services

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

- A. Apply online from TUSD webpage or on paper in Student Services
- B. Submit a 2018–19 permit from District of Residence to Student Services (see reverse for details)
- C. 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, 2018. Incomplete requests will not be processed.

ALL DECISIONS ARE FINAL.

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

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 2/9/18, please come to TUSD Student Services and fill out 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’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 the 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 2018-19 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 2018-19 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 2018-19 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 and correct and you agree with all conditions related to this application.
11. Approved transfers must pre-enroll if new to TUSD or register if 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.