

INTRA-DISTRICT TRANSFER REQUEST

Transfer between schools within the National School District

School Year: ____ - ____ Grade: ____ Student ID: ____

School of Residence: ____ School of Desired Attendance: ____

Student Name: ____ Most recent school attended: ____
Last First M.I. Date of Birth

Parent/Guardian Name: ____ Phone# ____
Last First

Address: ____ Email: ____

Parent/Guardian Signature: ____ Date: ____

This section MUST be completed, or the application will be returned to the parent/guardian

Language Component: Is this student currently receiving any of the following services: Reason for request, guidelines on other side:

<input type="checkbox"/> English	<input type="checkbox"/> SDC Mild/Mod	<input type="checkbox"/> Childcare *must include childcare information
<input type="checkbox"/> Spanish	<input type="checkbox"/> SDC Mod/Severe	<input type="checkbox"/> Family Togetherness.
<input type="checkbox"/> Dual Language	<input type="checkbox"/> RSP	<input type="checkbox"/> NSD Employee request
	<input type="checkbox"/> Speech	<input type="checkbox"/> Other: ____
	<input type="checkbox"/> None of the above	

*Childcare Information: If reason for request is due to childcare, complete this section:

Provider Name Last: ____ First: ____ Phone #: ____

Address: ____ Signature: ____

RECOMMENDATION OF SCHOOL OF RESIDENCE OR CURRENT SCHOOL OF ATTENDANCE

- ☐ Concurrence with School of Desired Attendance
☐ Disapprove, reason for denial: ____

Date ____ Administrators Signature ____

RECOMMENDATION OF SCHOOL OF DESIRED RESIDENCE

- ☐ **Permit may be approved:** Student is on class list/space currently available.
☐ **Permit may not be approved:** No space currently available or other noted below.
☐ Comments or Conditions: ____

Date ____ Administrators Signature ____

FINAL RECOMMENDATION

- ☐ Permit Granted
☐ Permit Denied

Comments or Conditions: ____

Date ____ Attendance Administrator ____ Decision sent to parents and school ____

NOTE: This permit is valid only while conditions stated are maintained, and as long as the student's attendance, citizenship and scholarship are satisfactory to the district of attendance. A permit may be revoked for cause at any time. False or misleading information may be cause for denial or revocation. Individual district policies pertain to each permit. Transportation is waived as a result of the approval of this permit.

Parent Initials

REGULATIONS AND POLICIES GOVERNING INTRA-DISTRICT TRANSFER REQUESTS WITHIN THE NATIONAL SCHOOL DISTRICT

1. Complying with the Education Code the Governing Board has set up within the limits of the National School District attendance boundaries for each elementary school.
2. All pupils are required to attend the school in whose district they reside, except when special permission to attend another school has been granted by the Administration.
3. The school administration has set up as nearly as possible equal educational opportunities in all the schools within the district, and it is obliged to use the existing facilities to the best advantage by avoiding crowded conditions and such serious inconvenience to pupils as follow indiscriminate pupil placement. As a result of this obligation and in order to treat all public-school patrons on an equal basis, it has been necessary to rule out requests made for reasons of convenience or personal preference, such as transportation, after-school activities, preference for one school as opposed to another.
4. Intra-District Transfer Requests, however, may be granted for the following reasons:
 - a) Childcare arrangements in another attendance boundary, with verification.
 - b) Family Togetherness/keeping siblings in the same school.
 - c) NSD Employee request.
5. Intra-District Transfer Requests valid only while the conditions maintain for which the Permit is granted and as long as the pupil's attendance, citizenship and scholarship are satisfactory to the school of desired attendance.
6. Finally, since it is the endeavor of the school administration to grant all permits in rigid fairness, the following procedure for applying has been established:
 - a) Application forms may be secured by parents from districts website nsd.us or the School Office.
 - b) Parents will fill in the reason for their request on the form and file it with the administrator of the home school of attendance.
 - c) Administrator of each school shall record recommendations and forward to the Attendance Supervisor for approval/disapproval.
 - d) After the request has been studied, the parent and the schools will be notified of the outcome by e-mail.
 - e) This application is NOT a Permit. While the study is pending, the pupil must attend the school of residence or the school that he/she has been attending up to the time of the application.