

Students

Interdistrict Attendance

Interdistrict Transfers

1. The administration will consider requests for interdistrict transfers into the district for the following criteria:
 - a. Eighth-Grade Students: Students who are in the highest grade of middle school may be permitted to complete their last year in the school in which they have attended prior to their move to another district if the school has not been determined to have an impacted enrollment.
 - b. Change of Residence: Students who have a change of residence during a school year may complete the school year in the school they are attending if there are no in-district students on a waiting list for the school and if the school has not been determined to have an impacted enrollment.
 - c. Personal and Social Adjustment: A required change in social environment is necessary for the psychological or physical well-being of the student as established by the written statement of a qualified professional.
 - d. Siblings of students attending whose parents/guardians are employed by the district for a minimum of 20 hours per week.
 - e. New students whose parents/guardians are employed by the district for a minimum of 20 hours per week.

The district reserves the right to assign the school of attendance once the interdistrict transfer has been approved.

New requests may be granted only if extraordinary circumstances prevail. These will be considered on a case-by-case basis upon review by the site principal and district office representatives.

Requests shall be granted for a period of one year only. Requests will be reviewed annually to determine if space will be available for the subsequent year.

The Student Information Administrator must receive approval from the district of residence before the transfer request will be processed.

Transportation is the responsibility of the parent/guardian.

2. Termination of Transfers:

The administration reserves the right to revoke an interdistrict attendance transfer at any time.

A student transfer may be revoked if:

- a. Student's behavior, punctuality, or attendance are not in conformance with established school rules and regulations; or
- b. It is determined that false information was given to secure a transfer; or
- c. Parent/guardian fails to report a change of address or change in the conditions stated on the original transfer request document.
- d. Student was enrolled based upon parent's employment in the District, and such employment ends.

3. Appeals:

- a. For all students, the Student Information Administrator will send a letter to the parent/guardian setting forth the reasons for denial and the procedure for appealing the decision.
- b. Denied requests may be appealed in writing to the Attendance Services Department.
- c. Any request denied by the Student Information Administrator may be appealed in writing to the Deputy Superintendent of Human Resources.
- d. A request denied by the Deputy Superintendent of Human Resources may be appealed in writing to the Superintendent.
- e. A request denied by the Superintendent may be appealed in writing to the Santa Clara County Board of Education.
- f. For a period not to exceed two school months, a school district may provisionally admit to the schools of the district a student who resides in another district pending a decision by the County Board of Education upon appeal regarding the interdistrict attendance.
- g. Students who are under consideration for expulsion or who have been expelled may not appeal an interdistrict attendance denial or decision while expulsion proceedings are pending or during the term of the expulsion.