

Upland Unified School District Transfer Policy

Upland Unified School District begins accepting requests for interdistrict attendance permits for the upcoming school year on March 2, 2020. Transfer requests will be logged and considered for release on a case by case basis. Directions for requesting a transfer are outlined below.

1. Obtain an Interdistrict Attendance application (release form) from your district of residence. The form must be dated and signed by parent/guardian.
2. If requesting transfer **to** the Upland Unified School District, you must also complete the online form, which is located on our "Registration and Permits" page.
3. All INTER-district transfers must email their transcripts/report card, behavior, and attendance to our transfer department.
4. While requests for a particular school will be taken into consideration, students will be placed based on space availability. The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary (UUSD AR 5117).
5. If the student has an active IEP, there is an additional review step by the Special Education Department. For students with an IEP, a permit may be denied if any of the services required by the IEP do not exist at the requested school, or if any of the services required by the IEP are at capacity.

Following review, we will notify parent/guardian of the final decision:

- Within 30 calendar days for a *current year request*.
- As soon as possible, but no later than 14 calendar days after the beginning of instruction in the school year for which the interdistrict transfer is sought.
 - A "current year request" is a request received *starting* 15 days before school begins for the school year.
 - A "future year request" is a request received *up until* 15 days before school begins for the school year.

In the event your request is denied you will be mailed a letter detailing the reason for the denial and information about the appeal process. Within 30 days of a request for a Permit, the Superintendent or designee shall notify the parent/guardian of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

False or misleading information may be cause for denial or revocation of a Permit. Approval is subject to space availability in the District. A permit may be revoked for cause at any time. **Cause for revocation include failure to adhere to the code of student conduct and/or attendance of less than ninety (90) percent.** Failure to adhere to the above terms/conditions may result in revocation of a Permit (Education Code section 46600).

The reasons for granting permits are delineated in UUSD Board Policy 5117. They are listed below:

Priority for interdistrict attendance shall be given to a student who has been determined by staff of either the district of residence or district of proposed enrollment to be a victim of an act of bullying, as defined in Education Code [48900\(r\)](#), committed by a student of the district of residence. (Education Code [46600](#))

In addition, the Superintendent or designee **may** approve an interdistrict attendance permit for a student for any of the following reasons:

1. To meet the child care needs of the student, only as long as the student's child care provider remains within district boundaries
2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel
3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance
4. To allow the student to complete a school year when the student's parents/guardians have moved out of the district during that year
5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school
6. To allow a high school senior to attend the same school attended as a junior, even if the student's family moved out of the district during the junior year
7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district
8. When the student will be living out of the district for one year or less
9. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence
10. When there is valid interest in a particular educational program not offered in the district of residence

UUSD Board Policy 5117

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

Interdistrict Attendance Agreements and Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code [46600](#))

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code [46600](#))

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Transportation

The district shall not provide transportation beyond any school attendance area. Upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for an interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.