

## **Intra-District Transfer Permit Requests**

An approved intra-district permit allows a student to attend a school in the Alhambra Unified School District (AUSD) other than the neighborhood school of residence. Alhambra Unified School District Board Policy and Administrative Regulation 5116.1 define circumstances under which a parent or guardian may request a transfer (permit) for a student to attend a school other than the neighborhood school of residence. Outlined below are the steps, including documentation and applicable timelines, to request and process a transfer under this Board Policy.

This procedure does not include intra-district transfers for reasons of Open Enrollment or requirements contained in federal law under No Child Left behind.

### **Reason(s) for request:**

- Child - care (grades K-5) (childcare provider must be in proximity of requested school)
- Parent Employment (parent place of employment must be in proximity of requested school)
- Sibling Enrollment (provide name, grade and copy of last report card)
- Specialized Program (the program must be unique and not available at the home school: student must be enrolled into the program)
- Recommendation by SARB or County Welfare (documentation required)
- Mental or physical well being of the student (must include documentation and recommendation from medical or mental health provider or social worker)
- Student Safety (must include documentation from school official or law enforcement)
- To complete the school year after a mid-year move
- To accommodate a pending move (pending move must be documented by lease agreement or escrow documents)
- Other reasons (must be documented)

## **Timeline**

An intra-district permit may be requested at any time. However, it is recommended that permits be requested prior to the start of the school year, in the late spring. Permits will be granted on space availability and under District guidelines.

Information/requirements for Open Enrollment, or transfers under NCLB, are posted on the website when state and/or federal law are applicable. Open Enrollment transfers must be requested for identified schools no later than January 1 of the prior school year; No Child Left Behind transfers are typically processed at the beginning of the school year for those affected schools.

## **Process**

Permits may be requested in grades K - 8 at the time of initial enrollment at the Enrollment and Welcome Center. Permits for grades 9 - 12 may be requested at the high school of residence. The permit request is first reviewed for approval or denial by the school of residence. After review and approval, the permit is then reviewed for approval or denial at the requested school. Typically the process may be completed within five business days.

For students currently attending school in AUSD, the permit is presented to the school of attendance for review and approval, and then forwarded to the requested school for review. Once both sites have reviewed and approved the request, the student transfer is implemented.

## **Appeal**

A denial for release from the home school or enrollment into the requested school may be appealed to the Office of the Assistant Superintendent of Student Services. To initiate an appeal, contact the Office at (626) 943-3400. The Office will gather information regarding the case and conduct a meeting with the appellant. The decision of the Assistant Superintendent of Student Services is final.