



Transfer Request to Return to Neighborhood School

PART A (to be completed by parent):

Pupil's Name _____ Birth Date ____/____/____ Grade: ____
Last First Middle mm/dd/yy

Current School of Attendance _____ Resident/Neighborhood School _____

Parent/Guardian Name _____

Home Address _____

City/State/Zip _____

Phone _____

Phone _____

Check reason for request:
____ Moved out of transportation pattern/loss of transportation
____ Personal/Social/Academic Adjustment (specify below)
____ Other (specify below)

Specify reason for request:

I request the above named student be transferred from his/her current school of attendance (choice school) to attend the resident/neighborhood school for the reason(s) stated. After the first four weeks of school the request can only be approved if there is space available at the neighborhood school. I understand that the student must remain in the current school of attendance until the end of the school year or until the transfer request has been approved by the neighborhood school. The student is subject to all enrollment criteria and must reapply to return to a School Choice program school.

Parent/Guardian Signature _____ Date _____

FOR SCHOOL AND DISTRICT USE ONLY

Part B (to be completed by resident/neighborhood school site):

____ School site administrators have met with parent/guardian to discuss the reason for request.

Part C (Authorized Signature): Resident/Neighborhood school must sign approval or disapproval of transfer after the first four weeks of school and distribute copies as indicated below. Enrollment in the resident/neighborhood is subject to space availability.

As the authorized administrator for the resident/neighborhood school, I recommend the following action (check one):

- Approval
- Disapproval (lack of capacity at school)

Authorized Signature Title Neighborhood School Date

Pupil's Last Name

First Name

Middle

SAN DIEGO UNIFIED SCHOOL DISTRICT

Transfer Request to Return to Neighborhood School (Parent Initiated)

1. **The Transfer Request to Return to Neighborhood School form is a parent initiated form** and must be requested by the parent/guardian. Part A of the form must be completed by the student's parent/guardian and provided to the neighborhood school after the first four weeks of the school year. Students who apply to attend and are enrolled in a School Choice program must submit a *Transfer Request to Return to Neighborhood School* form to transfer from the program after the first four weeks of school.
2. Students who transfer from the program and then wish to return are subject to all eligibility and enrollment criteria.
3. This form is only to be used for students requesting return to the neighborhood school. The form is not an enrollment application.
4. Parents do not need to complete a form during the first four weeks of school. They can return to the neighborhood school without approval.
5. **This form is not to be used as a school initiated form to transfer a student.** Schools needing to transfer to a school other than their neighborhood school must use the School Initiated Placement (SIP) process or apply for School Choice within allowable time periods.
6. Students who are enrolled in a Magnet, Voluntary Enrollment Exchange Program, Open Enrollment, or Program Improvement School Choice program are to remain in the program for each school year they begin, unless it is the first four weeks of the school year or the neighborhood school has room for the student. The only exception to the policy is:
 - Students who have moved out of the transportation pattern or have no transportation to school must be enrolled in the resident/neighborhood school.

DIRECTIONS for Parents

1. Parent/Guardian completes Part A.
2. Submit the transfer form to the student's neighborhood school. **The student must remain in the current school until the transfer request has been approved.** If transfer request is not approved, the student must remain in the school until the end of the school year.

DIRECTIONS for Schools

1. Review Part A (completed by parent/guardian).
2. Principal of neighborhood school determines if space is available for the student to return and discusses with parent. If there is space, the administrator will approve and sign the form. If space is not available, the administrator disapproves the form. It is important that the current school is contacted to release the student before enrollment. Copies should be sent as directed on first page.