

**CAMPBELL UNION SCHOOL DISTRICT  
INTER-DISTRICT ATTENDANCE TRANSFER REQUEST**

155 North Third Street • Campbell, CA 95008 • Ph. (408) 364-4200 • FAX Student Information Department (408) 341-7284

School of Residence: _____	School Year: 20____-20____	[ ] New Request	[ ] Renewal Request
District Requested: _____		School Requested: _____	

**STUDENT AND PARENT/GUARDIAN INFORMATION**

Student's Name: _____	Date of Birth: __/__/____	Grade for year requested _____	[ ] M [ ] F
Parent/Guardian's Name: _____		Parent/Guardian's Name: _____	
Home Address: _____ <small style="display: block; text-align: center;">City Zip</small>		Home Address: _____ <small style="display: block; text-align: center;">City Zip</small>	
Home Phone ( ) ____-____	Work Phone ( ) ____-____	Home Phone ( ) ____-____	Work Phone ( ) ____-____

**SPECIAL SERVICES**

<b>Is your child receiving special services?</b> [ ] Yes [ ] No [ ] If yes, please specify below. <b>**A copy of the IEP is required for Special Education Students</b>			
[ ] 504 Student Accommodation Plan ( <b>Documentation Required</b> )	[ ] Speech/Language	[ ] Special Day Class (SDC)	
[ ] Resource Specialist Program (RSP)			

**REASON(S) FOR INTERDISTRICT REQUEST**

Please check one or more of the reasons for the inter-district request listed below. Criteria used by Campbell Union School District for evaluating requests, as well as required documentation are listed on the reverse side of this form. **Transportation will not be provided by Campbell Union School District.**

[ ] Child Care Name: _____ Address: _____ <small style="display: block; text-align: center;">City Zip</small>	Phone ( ) ____-____
[ ] Former Resident [ ] Future Resident Address: _____ <small style="display: block; text-align: center;">City Zip</small>	Date of move: __/__/____
[ ] Romero / Open Enrollment Act	
[ ] Hardship (Letter required from psychologist, psychiatrist, social worker, MD, etc.)	
[ ] Eighth Grade Privilege	
[ ] Other (Please attach letter or <b>Employment verification</b> )	

**NOTE TO PARENT(S)/GUARDIAN(S) AND DISTRICT OF ATTENDANCE**

In making this request, I understand the following conditions:

- The approval of this transfer must be reconsidered by Campbell Union School District if this student is identified as needing special services not noted on this request.
- Approval by both districts is required.
- The district requested may investigate the student's attendance, behavior, and academic records before acting on the request.
- If the permit is granted, the student and parent/guardian will be expected to cooperate with school personnel.
- If the permit is granted, the parent/guardian is responsible for the student's transportation to and from school.
- Parent/Guardian agrees to report **a change of address or change of conditions as stated on the original request document.**
- If the request is denied by the district, and all appeal rights have been exhausted in the district, I have the right to appeal the decision to the Santa Clara County Board of Education.
- Transportation will not be provided by Campbell Union School District.

**I hereby certify the student and parent/guardian information provided above is accurate and I understand and agree to the guidelines of Campbell Union School District for Inter-district Transfer and accept the conditions. Falsification of information invalidates this request.**

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_

**DECISION OF AFFECTED DISTRICTS**

DISTRICT OF RESIDENCE	DISTRICT REQUESTED
[ ] Approved [ ] Denied Reason(s) for Decision if Denied: _____ _____	[ ] Approved [ ] Denied Reason(s) for Decision if Denied: _____ _____
Administrator _____ Date __/__/20__ <small style="display: block; text-align: center;">Shelley R. Wedel, Student Information Supervisor</small>	Administrator _____ Date __/__/____ <small style="display: block; text-align: center;">Signature</small>
Title: _____	Title: _____
Phone (408) 364-4200 ext 6248 Fax (408) 341-7284	Phone ( ) ____-____ Fax ( ) ____-____

**Campbell Union School District**  
**155 North Third Street, Campbell, CA 95008**  
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**GENERAL GUIDELINES FOR INTER-DISTRICT ATTENDANCE TRANSFER REQUEST**

The Superintendent or designee may approve inter-district agreements for the following (84 Ops.Cal.Atty.Gen. 198 (2001)) reasons:

1. To meet the child care needs of the student for as long as they continue to use a child care provider within district boundaries.
2. To meet a child's special mental or physical health needs, as certified by a physician, school psychologist or other appropriate school personnel.  
(cf. 6159 - Individualized Education Program)
3. When the student has brother(s) or sister(s) attending school in a receiving district, to avoid splitting the family's attendance.
4. To complete a school year when parents/guardians have moved out of the district during that year.
5. To allow students to remain with a class graduating that year from an elementary or middle school.
6. When the parent/guardian provides written evidence (e.g. copy of a lease; completed escrow papers) that the family will be moving to the receiving district in the immediate future and would like the student to start the year in that district.
7. When there is valid interest in a particular educational program not offered in the district of residency
8. To provide a change in school environment for reasons of personal and/or social adjustment.
9. When the student is a child of an employee of the district.

Every inter-district attendance permit shall stipulate the terms and conditions under which the permit may be revoked. (Education Code 46600)

Inter-district transfers may occur when class enrollments in the district will permit the addition of nonresident students. Continuing inter-district transfer students must reapply on a yearly basis during the open enrollment period to attend the following year. Notification of placement will be made prior to the end of each school year.

#### Inter-districts Based on Child Care Needs

Inter-district transfers for continuing students shall be approved on an annual basis subject as long as the student continues to receive child care in the district. A student's inter-district agreement may be denied or revoked because of excessive truancy, continual disruption of the educational program, or failure to progress towards meeting district standards.

#### Transportation

Transportation shall not be provided for students attending on an inter-district agreement.

#### Denial of Inter-district Transfer Agreement

The Superintendent may deny initial requests for inter-district attendance agreements for capacity considerations of a program, class, grade level, school building or adverse financial impact.

Within 30 days of a request for an inter-district permit, the Superintendent or designee shall provide parent/guardians of a student who is denied inter-district attendance regarding the process for appeal to the County Board of Education. (Education Code [46601](#))

(cf. [5145.6](#) - Parental Notifications)

Students who are under consideration for expulsion or who have been expelled may not appeal inter-district attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code [46601](#))

(cf. [5119](#) - Students Expelled from Other Districts)

(cf. [5144.1](#) - Suspension and Expulsion/Due Process)

A student's inter-district agreement may be denied or revoked because of excessive truancy, continual disruption of the educational program, or failure to progress towards meeting district standards.

(cf. [5144](#) - Discipline)

(cf. [5119](#) - Students Expelled from Other Districts)

#### Legal Reference:

#### EDUCATION CODE

[48204](#) Residency requirements for school attendance

[46600-46611](#) Inter-district attendance agreements