

SANTA ROSA CITY SCHOOLS
CHILD WELFARE AND ATTENDANCE
INTRA-DISTRICT SCHOOL TRANSFER REQUEST
GRADES K-6

*Please apply for open enrollment if you would like permanent placement
OR
Complete this form each year*

Request for School Year: _____

Request for Grade: _____

Please Print
Student Name: _____ Date of Birth: _____

Address: _____ Zip Code: _____

Age: _____ Telephone Number: (H) _____ (W): _____

School of Residence: _____ Attended Previously? Yes No

School Currently Attending: _____

School Requested: _____ Attended Previously? Yes No

Parent's Name: _____

Is student enrolled in a Special Education Program: Yes No

If so, name of program: _____

Reason for requesting transfer:

Signature of Parent/Guardian: _____ Date: _____

School of Residence

Date: _____

_____ Approved

_____ Denied

Reason denied: _____

Principal's Signature

Receiving School

Date: _____

_____ Approved

_____ Denied

Reason denied: _____

Principal's Signature

This form first goes to School of Residence, then, to Receiving School. When completed, Receiving School sends copy to School of Residence and copy to parent.

LASTLY, RECEIVING SCHOOL SENDS/FAXES COMPLETED COPY TO CHILD WELFARE AND ATTENDANCE

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Subject to the following:

1. The parent/guardian submits the Intra-district Transfer form to the school of residence. The principal may approve/deny transfer. If approved, the form will be sent to the requested school. The receiving school will notify parent/guardian concerning approval/denial.
2. Class size: 30 maximum for grades 4-6
 22 maximum for grades K-3
 Resource Specialist Program maximum 26
3. Transportation ***will not*** be provided by the District.
4. Student attendance (both absences and tardies) must be within acceptable limits as defined by the District and Education Code.
5. Student behavior must be within acceptable limits as defined by the District and Education Code.
6. If class size increases to 22 (K-3) or 33 (4-6) at the receiving school, the Intra-district student may be asked to move to an school of smaller enrollment.
7. If this Intra-district transfer is revoked based on #2, #4,#5 or #6, a letter will be sent to parents and within 15 school days, the student will enroll at his/ her school of residence.
8. The Attorney/Director of Child Welfare and Attendance will address appeals.