



School Year Requested: 2021-2022

For Grade: \_\_\_\_\_

**Applications accepted between January 20, 2021 - April 30, 2021. Please return applications to the District Office.**

Late applications will not be eligible for lottery, and will go to the bottom of waitlist in order received if applicable.

## INTRADISTRICT TRANSFER REQUEST

San Bruno Park School District  
500 Acacia Ave., San Bruno, CA 94066  
Ph: (650)624-3100 Fax: (650)266-9626

**Please fill out one (1) form per student**

Current School: \_\_\_\_\_ School Requested: \_\_\_\_\_  
Resident School: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_  
(Last Name) (First Name) (Last Name) (First Name)

Street Address: \_\_\_\_\_ Apt/Space: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**What special services does the student currently receive? Check all that apply:**

Gifted (GATE)      Section 504      Speech/Language      Special Education

**Reason for Request:** \_\_\_\_\_

IF CHILD CARE RELATED	LIST SIBLING(S) THAT ATTEND REQUESTED SCHOOL
Agency Name/Provider Name	Sibling Name
Agency Address/Provider Address	Sibling Name
City, Zip	Sibling Name
Agency/Provider Phone Number      Agency/Provider Hours	Sibling Name
<b>Child Care Declaration: The child care agency/provider is located within attendance boundaries of the requested School District and is providing services to the child named above.</b>  _____ <b>Child Care Provider's Signature</b> _____ <b>Date</b>	Sibling Name
	Sibling Name

I have read the terms and conditions presented on this document and understand the regulations and policies governing Intradistrict permits and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. THIS REQUEST IS SUBJECT TO THE APPROVAL OF BOTH SCHOOLS. Falsification of any information invalidates this transfer application. A Permit may be revoked pursuant to E.C. 46600 and B.P. 5116.1.

### TRANSPORTATION WILL BE THE RESPONSIBILITY OF THE PARENT

**Parent/Legal Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<p><b>DISTRICT USE ONLY</b></p> <p>Verified Enrollment in School of Residence APPROVED without Transportation DENIED</p> <p>Reason: _____</p> <p>_____</p> <p><b>Authorized Representative Signature</b>      <b>Date</b></p>	<p><b>LOTTERY INFORMATION:</b></p> <p>Participation in lottery?    YES    NO Transfer granted through lottery?    YES    NO</p> <p>Waitlist position: _____ Certified by: _____</p> <p>Receiving School Contacted on: _____</p> <p>Outgoing School Contacted on: _____</p>
---	--

## INSTRUCTIONS TO PARENT OR GUARDIAN

Complete all sections of the Intradistrict Transfer Request form and return to the SBPSD District Office.

**Incomplete applications will not be processed.**

Per San Bruno Park School District A.R. 5118:

Priority shall be given for the siblings of students who already attend the desired school (Education Code 48356)

If the number of students who request a particular school exceeds the number of spaces available at that school, the Superintendent or designee shall conduct a lottery, in the group priority order identified in item above, to select students at random until all of the available spaces are filled. (Education Code 48356)

Within 60 days of receiving the application, the Superintendent or designee shall provide written notification to the parent/guardian and the student's district of residence as to whether the application has been accepted or rejected. If the application has been rejected, the notice shall state the reasons for the rejection. If the application has been approved, the notification shall specify the particular school site and the school's address to which the student has been admitted. (Education Code 48357; 5 CCR 4702)

### TERMS AND CONDITIONS

- Completed applications are submitted to the SBPSD District Office. Applications may be mailed, hand delivered, or faxed.
- Approval is subject to space deemed available in the district and may not be at the site requested.
- The address on your application must be where you are currently residing and your child must be enrolled at your school of residence prior to submitting an Intradistrict Transfer Request application.
- Parent or guardian MUST complete and sign a separate Intradistrict Transfer Request form for each child applying for an Intradistrict Transfer.
- Once placed on an approved Intradistrict transfer, that school **becomes your resident school through the highest grade level.**
- If this transfer is approved, parent(s)/guardian(s) are required to provide safe and timely transportation for their student(s).
- Intradistrict Transfer Requests may be cancelled, revoked or denied at any time for the following reasons: 1) Issued in error; falsified information or documentation; 2) The student does not maintain acceptable standards of attendance and/or behavior as defined by the Student Conduct Code and/or maintain acceptable levels of academic achievement; 3) Excessively dropped off or picked up beyond regular school hours; 4) Changes in the Individualized Education Program (IEP), which the SBPSD cannot provide at the school site; 5) Programmatic changes that impact schoolwide enrollment.
- If an Intradistrict Transfer Request request is denied, the parent or guardian has the opportunity to appeal the decision to the Superintendent. The written statement of reason for appeal, along with any supplemental documentation, must be postmarked within 14 calendar days from the date of the denial.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- Applying for an Intradistrict Transfer **does not** guarantee placement at the school requested.  
Please be advised that, in compliance with compulsory education law, your student must be enrolled in the school of residence until you are notified that your transfer request has been approved. We cannot be responsible for any decisions on the part of parents to keep their students out of school pending approval of a transfer.
- If your child is placed on the waitlist, decisions regarding availability of space will be made after the first ten instructional days of the school year. Special circumstances will not affect a student's placement on the waitlist or expedite the timeline under which a student is granted a space in the requested school.
- If a student on the waitlist is disenrolled from SBPSD and placed in a setting other than a SBPSD, the student's placement on the waitlist is forfeited. Student will not be eligible to re-enroll in SBPSD and claim the waitlist spot after the first ten instructional days of the school year. Only actively enrolled SBPSD students will be eligible to be pulled from the waitlist.

**I understand and accept the above terms and conditions.**

**Parent/Legal Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_