

## **INTERDISTRICT TRANSFER APPLICATION INSTRUCTIONS**

1. Complete School Year Requested (*Upper Right Corner*)
2. Check whether a “New” or “Renewal” request (*Upper Right Corner*)
3. Complete Requested School and District
4. Complete names of students and the grade level for the school year requesting (One form per requested School)
5. Complete specific reason for basis of transfer request
6. Sign, Date and complete ALL contact information
7. Complete childcare information, when appropriate.
8. For both “New” and “Renewal” requests, attach any supporting documentation that will support your reason(s) for requesting a transfer. (If work related; a copy of a pay stub, a business card, a letter from your employer.) If you are moving to the requested school district; any supporting documents that would support that, i.e. copy of utility bill. Perhaps attach a detailed letter written by you explaining all of the reasons for the request.

Leave the completed form, with attached documentation, with the “District of Residence” District Office. Upon review, several procedures may occur:

- ✓ If your request is approved, we will forward it to the District that you are requesting and they will complete the process.
- ✓ If your request is lacking supporting documentation, you will receive a letter requesting further information.
- ✓ If your request is a “New” request, you may receive a letter requesting a site visit with the SLV administrator of the school your child would attend if attending in this District.
- ✓ If your request is denied, you will receive a letter from our District.

Please be advised that all interdistrict transfer requests will be reviewed on a case-by-case basis by our Director of Instructional Services. Requests may be granted when there is a clear, compelling and verifiable need that cannot be met through the programs and services of the San Lorenzo Valley Unified School District.

Request must be based on needs that cannot be met through the programs and services of the San Lorenzo Valley Unified School District.