

## Applying for an Interdistrict Transfer Permit (ITP)

**Please allow 30 days before contacting the Student Services and Support office for a status update.**

Natomas Unified School District understands that the education of your child is of primary importance and we share your commitment to your child's education. We are confident that the District has educational programs available to meet your child's unique needs. However, if your student meets criteria listed in Board Policy AR 5117, you may submit an Interdistrict Transfer Permit (ITP) application.

To apply for an ITP, please submit the following **applications and attachments**:

\_\_\_ Completed Interdistrict Transfer Permit Application

Student's current:

\_\_\_ Transcript or report card (showing current GPA)

\_\_\_ Attendance records

\_\_\_ Discipline records

\_\_\_ Attachments which support your reason for requesting transfer. Recommended forms for verification are listed on the Written Verification Requirements form (next page).

\_\_\_ If your student requires **Special Education Services**: A copy of Student's Individual Education Plan (IEP)

\_\_\_ Please list all school-age siblings' names, ages, grades and schools of attendance.

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

**Please note that all required documentation must be included or the application cannot be processed.**

### Processing Procedures:

- The decision to approve or deny a request is made by Student Services and Support Administrators.
  - Please allow 30 days before contacting Student Services and Support for a status update.
- You will be notified by phone as soon as the application has been approved or denied.
- A copy of the completed application will then be mailed to you, and to your District of Request, along with instructions, detailing how to proceed.
- The receiving district will then process your Interdistrict Transfer Permit (ITP) request according to their district procedures.

**IMPORTANT NOTICE:** *If school is currently in session, do not dis-enroll your child until you have been notified of the determination of your Interdistrict Transfer Permit request by both school districts. According to California Education Code, your student must continually attend school.*

NATOMAS UNIFIED SCHOOL DISTRICT

# Interdistrict Transfer Permit (ITP) Written Verification Requirements

Students may be released from the District for reasons listed in Board Policy/Administrative Regulation 5117. Listed below are reasons that an ITP may be approved, and the related verification documentation.

Reason For Request	Documentation Required
<input type="checkbox"/> Romero Open Enrollment Request	Documentation including API of (Romero) School of Residence
<input type="checkbox"/> Parent Employment: Parent is employed outside Natomas Unified School District boundaries	Paystub or business letterhead showing parent's name and employer's address
<input type="checkbox"/> Health and Safety: Student has specific mental or physical health needs as certified by a physician, school psychologist, or other appropriate personnel	Documentation provided by physician or other provider, stating valid reason for transfer
<input type="checkbox"/> Complete Current School Year: Student is already enrolled out-of-district; would like to complete current school year	Proof of enrollment at school of request
<input type="checkbox"/> Complete Final Two Years at Current School: Student is nearing completion of elementary, junior or senior high school out-of-district	Proof of enrollment at school of request
<input type="checkbox"/> Planned Relocation to Requested District within 60 Days: Family plans to relocate and is already in the process of securing housing	Letter stating reason and possible date of relocation Proof of future address in the requested district Copy of future lease/escrow docs/letter from realtor
<input type="checkbox"/> Child care (TK-8): Provider lives out-of-district	Name, telephone, address of child care provider Letter from child care provider on letterhead if available Proof of residency for private party child care provider (i.e. SMUD or PG&E bill; loan or lease docs)
<input type="checkbox"/> Academic Program Outside of District	Acceptance letter from the particular education program (Program must be academic in nature)
<input type="checkbox"/> Sibling on Current Approved ITP: Student has a sibling currently attending out-of-district	Proof of sibling enrollment in the requested school/district. Sibling must have current approved Interdistrict Transfer Permit with valid reason other than "Sibling."
<input type="checkbox"/> SARB/Probation/CPS-Ordered Placement: When recommended by the School Attendance Review Board (SARB) or by county child welfare, probation or social services agency staff	Official documents from appropriate agency (i.e. SARB contract, probation report, etc.)
<input type="checkbox"/> To provide a change in school environment for reasons of personal and social adjustment	Documentation from counselor, social worker etc. stating reasons for necessary personal and social adjustment
<input type="checkbox"/> Other	Written documentation, detailing the specific reasons or incidents leading up to the request for transfer

**NATOMAS UNIFIED SCHOOL DISTRICT**  
**Application for Interdistrict Transfer Permit (ITP)**  
 (Grades TK-12)

New ITP Application     ITP Renewal    **Must attach: Current report card/transcript, discipline, & attendance records from last school of attendance.**

(One student per app.)

Student Name \_\_\_\_\_ Current School Year \_\_\_\_\_ ITP Requested School Year(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Current Grade \_\_\_\_\_ ITP Requested Grade(s) \_\_\_\_\_

Legal Parent/Guardian \_\_\_\_\_ Email \_\_\_\_\_

Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Last School Attended \_\_\_\_\_ District \_\_\_\_\_

School of Residence \_\_\_\_\_ District **NATOMAS UNIFIED SCHOOL DISTRICT**

Requested School \* \_\_\_\_\_ District \_\_\_\_\_

(\*Enrolling School District Shall Decide School of Enrollment)

**Applicant must attach written documentation to justify each reason(s) for the transfer request. These reasons are further explained on page 2, section 4.**

- |   |  |
|---|--|
| <input type="checkbox"/> Romero Open Enrollment Request    API of (Romero) School of Residence _____                      | <input type="checkbox"/> Child Care (TK-8)    (Attach Letter & Proof of Residency from Provider) |
| <input type="checkbox"/> Parent Employment    (Attach Proof of Employment, showing work address)                          | <input type="checkbox"/> Academic Program Outside of District    (Attach Acceptance Letter)      |
| <input type="checkbox"/> Health and Safety    (Attach Letter of Explanation and/or Doctor's Note)                         | <input type="checkbox"/> Sibling on Current Approved ITP    (Attach Proof of Enrollment)         |
| <input type="checkbox"/> Complete Current School Year <input type="checkbox"/> Complete Final Two Years at Current School | <input type="checkbox"/> SARB/Probation/CPS Ordered Placement    (Attach Court Documents)        |
| <input type="checkbox"/> Planned Relocation into District within 60 Days    (Attach Lease/Loan Docs)                      | <input type="checkbox"/> Other    (Attach Explanation)   |

Is the student currently pending disciplinary action or under an expulsion order?     Yes     No

Is student a foster youth?     Yes     No

- Special Services?** (check all that apply)
- GATE    (Proof of Enrollment)
- Section 504 Plan    (Copy of 504 Plan)
- English Learner    (Proof of Enrollment)

- Special Education Services?**     Yes     No    Pending Assessment?     Yes     No
- Currently Receives Services?     Yes     No
- (Attach Most Recent IEP)**

**PARTICIPATION IN SPORTS – If the pupil participates in any athletic program governed by the California Interscholastic Foundation (CIF), he/she may not be eligible to participate at the new school. The parent/guardian should check the CIF rules before submitting an application.**

BY MY SIGNATURE BELOW, I certify that to the best of my knowledge the information provided in this application is true and correct. I understand that issuance of a permit does not guarantee initial enrollment at the requested school site, and the district of attendance has discretion to determine the appropriate school site. I am agreeing to the Terms of Agreement on Page 2 of this document. I attest that I am the legal parent/guardian with custodial and educational rights.

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

This application for Interdistrict Transfer and attendance and any approved Interdistrict Transfer Permit (ITP) are governed by the Terms of the Interdistrict Transfer and Attendance Agreement on page 2 of this document.

**INTERDISTRICT ATTENDANCE PERMIT (GRADES TK-12) FOR SCHOOL YEARS 20 \_\_\_\_ - 20 \_\_\_\_ \***

\*ITP Term to be completed by enrolling district in consultation with district of residence. ITP Term is not to exceed 5 school years or the date the pupil is expected to transition from one school to another within the enrolling district.

RESIDENT SCHOOL DISTRICT: <input type="checkbox"/> GRANTED <input type="checkbox"/> DENIED	
Reason(s) for denial: _____	
Authorized Signature _____	Date _____
<b>Special Education Only:</b>	
Authorized Special Education Signature _____	Date _____

REQUESTED / ENROLLING DISTRICT: <input type="checkbox"/> GRANTED <input type="checkbox"/> DENIED	
Reason(s) for denial: _____	
Authorized Signature _____	Date _____
<b>Special Education Only:</b>	
Authorized Special Education Signature _____	Date _____

## INTERDISTRICT TRANSFER AND ATTENDANCE AGREEMENT (GRADES TK-12) (ITP AGREEMENT)

This Agreement is made between the Governing Boards of the resident and requested school district in accordance with the provisions of Education Code sections 35160 and 46600 et seq. The school districts and parent(s)/pupil are referred to in this Agreement individually as a "Party," and collectively as the "Parties." This Agreement applies only to these parties. Enrollment through an interdistrict transfer permit (ITP) is subject to continued enrollment. If the pupil disenrolls after the ITP has been granted or moves out of the district of residence into another district, the parent/pupil must reapply for a new ITP.

### TERMS OF AGREEMENT

The Parties agree as follows:

1. **Effectiveness of Agreement.** This Agreement shall become effective as soon as the affected school districts' Governing Boards or designees have ratified the Agreement. This Agreement is effective only with regard to students in grades TK-12 who are enrolled in grade levels mutually maintained by the Parties.
2. **Term of Agreement.** Pursuant to Education Code section 46600, subdivision (a), the term of this Agreement shall be effective for the dates indicated on page 1. The Agreement will govern interdistrict transfers of the Parties' students for the term of the Agreement.
3. **Reapplication Requirements.** A pupil with an ITP must reapply for a new ITP before being promoted to middle or high school or before transitioning from one school to another in the district. A pupil with an ITP to attend an alternative school in the district must reapply annually. In deciding whether to grant a subsequent ITP, in addition to the factors listed in sections 4 and 5, the district may require the pupil to have met the following standards: 95% attendance rate; 2.0 GPA or satisfactory marks in TK-6; and a satisfactory discipline record (including no discipline issues for which the ITP could be revoked under paragraph 10).
4. **Terms and Conditions for Permitting a Transfer.** The Governing Board or designee may approve an ITP for a student under this Agreement based upon any of the following reasons:
  - Student is enrolled or accepted in a program not available in the district of residence;
  - To meet the student's special mental, physical, educational, health, or safety needs as certified by a physician, school psychologist or other appropriate school, medical, or law enforcement personnel;
  - As set forth in Education Code section 46600(b), when school personnel have determined that pupil has been the victim of bullying;
  - When recommended by the School Attendance Review Board, county child welfare, probation or a social service agency in documented cases of serious home or community issues that make it inadvisable for the student to attend in the district of residence;
  - When a student has siblings concurrently attending the same requested school;
  - When parent(s)/guardian(s) provide sufficient written evidence, as required by the district that the family will be moving to a new district within 60 days and would like the student to start the year in the new district;
  - To allow a student to remain in their current school within two years of graduation or promotion from that school;
  - The pupil's desire to remain in his/her school of current attendance for the balance of the semester or school year despite his/her parent's or guardian's change of address;
  - To address the childcare needs of the student in grades TK-8;
  - Parent/guardian's employment is inside the requested district. (Ed. Code, § 48204.) (This is a residency determination and may not be appealed);
  - To meet the conditions of the Open Enrollment Act. (Ed. Code, § 48350 et seq.).

When there are special circumstances for compelling educational or personal reasons beyond those stated above, the request will be referred to the Governing Board or Designee for a final decision;

5. **Terms or Conditions for Denying a Transfer.** The Governing Board or designee of the school district may deny an ITP for a student under this Agreement based upon any of the following reasons:
  - If school facilities are overcrowded at the relevant grade level;
  - If district resources are limited;
  - If district determines that pupil grades, attendance, or behavior are unsatisfactory for district program; or
  - Any other consideration so long as it is not arbitrary.
6. **Notice of Denial of Transfer.** Written notice of the denial of an ITP shall be provided by the district denying the request. Written notice of the denial of an ITP shall, in all instances, advise the parent/guardian of the student whose ITP has been denied of all information required by Education Code section 46601.
7. **District Appeal Process.** A parent/pupil must exhaust all appeals within the district before he/she may appeal the denial of an interdistrict transfer to the County Board of Education. (Ed. Code, § 46601.)
8. **Transportation.** Unless otherwise agreed to or provided for by law, a student attending a school other than his/her district of residence under this Agreement is not entitled to and shall not receive home to school transportation from either his/her district of residence or district of attendance.
9. **Costs of Transfer Students.** Unless otherwise specifically provided for by law, the costs associated with the education provided to and services rendered for transfer students under this Agreement shall not be the responsibility of the district of residence.
10. **Terms for Revocation of an ITP.** Except as otherwise limited herein, the Parties agree that an ITP may be revoked before the conclusion of the school year based upon the grounds listed below. Revocation of an ITP may not be appealed to the County Board.
  - a. If a student does not maintain a 95% attendance rate and/or a SART or SARB has been held;
  - b. If a student does not maintain a 2.0 GPA in grades 7-10 or satisfactory marks in TK-6;
  - c. If a student has any suspendable offenses and/or the pupil has a behavior support plan;
  - d. If a student is recommended for expulsion; or
  - e. If determined that information provided to support an ITP application is inaccurate, invalid, falsified, or no longer applies.

However, once an ITP has been approved, the enrolling district may not revoke a student's existing ITP because of overcrowded facilities.